

THE SKILLS AND CONSULTANCY CATALOGUE

Supporting business success
with access to funding,
training and consultancy



THE SKILLS CATALOGUE

Discover how we can help you to thrive with our bespoke business programmes:

- Business Scale Up Programme
- Specialist Skills Support Programme

Welcome to our catalogue of training and consultancy support.

The courses and consultancy packages listed within this brochure are delivered in partnership with our expertly recruited base of over 20 specialist skills providers, and are available to businesses in the York, North Yorkshire, and East Riding region.

From bespoke business consultancy support, to specific industry certifications, our varied course catalogue should provide your business and employees with the tools needed to succeed.

And, you can receive a grant of 40% of the NET cost of your training and consultancy requirements, with some courses eligible for full funding.

If you're interested in undertaking any training, enlisting our specialist consultancy services, or simply have further questions, please contact us via:

ScaleUp@Calderdale.ac.uk

SkillsSupport@Calderdale.ac.uk

OUR SUPPORT CAN HELP YOUR BUSINESS TO THRIVE



IS YOUR BUSINESS ELIGIBLE?

To be eligible for the Specialist Skills Support Programme or the Business Scale Up Programme, you must:

Have a business premises in the York, North Yorkshire and East Riding region



Craven, East Riding, Harrogate, Hambleton, Richmondshire, Ryedale, Scarborough, Selby, York with activity being delivered in the York, North Yorkshire and East Riding region

Be an SME

Employ fewer than 250 full time equivalent staff and have either a turnover of less than €50 million, or a balance sheet of less than €43 million



Be 16+

Participants must be aged 16 or over, and have the legal right to live and work in the UK



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CHANGE MANAGEMENT

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Change Management Leadership Training Course	Action Training (ATL) Limited	1-day leadership and management training course in Change Management Leadership.	1. Face to face 2. Online	7 hours	£450
Change Management Coaching / Consultancy	BSA Training	Bespoke session based on the needs and wants of the manager. Development of an action plan for next steps.	1. Face to face 2. Online	12 hours (4 x 0.5 days)	£1,600 (Costs are per person. Min of 1 person)
Leadership Through Change	CDI Alliance Ltd	We will review how change can be a positive experience and identify the human psychological response to Change. You will identify techniques to create a plan and structure to move through change and importantly, we will review current research on how to lead others through change effectively. We identify the pitfalls of change and navigating new approaches and change with others. We share techniques to engage and support others through the change curve effectively.	1. Online	3 hours (2 x 90-minute sessions)	£700
Change Management	CDI Alliance Ltd	Initial review identifying key actions when implementing structural, technical and business change.	1. Face to face 2. Online	3 hours (2 x 90-minute sessions)	£700
Change Management	CDI Alliance Ltd	Development a comprehensive structure for implementing change.	1. Face to face 2. Online	9 hours (multiples of 90-minute sessions)	£2,100
Reacting to Change	CDI Alliance Ltd	Initial review identifying key areas of development. People Process & Culture.	1. Face to face 2. Online	3 hours (2 x 90-minute sessions)	£700
Reacting to Change	CDI Alliance Ltd	Action the keys areas requiring development - this will be specified according to the needs analysis of initial review.	1. Face to face 2. Online	9 hours (multiples of 90-minute sessions)	£2,100
Stepping-up to Management: Managing Change	Jane Fisher Associates Ltd	This SME bespoke masterclass explores the challenges of Change for individuals, and how the manager can best implement the change process. Designed around the needs of the SME, content may include: different types of change; the change process & how people respond to change; barriers to change; managing change; supporting others through change; getting 'buy-in' & dealing with resistance; making change stick Includes: <ul style="list-style-type: none"> 2 facilitators to enhance online delivery Pre-delivery: liaison with SME client to identify challenges to customise masterclass content End of session: Q/A session, participant Action Plan & follow-up activities Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress 	1. Online (webinar)	3 hours (2 hour webinar + 1 hour follow-up)	£795
			2. Online (webinar)	4 hours (3 hour webinar + 1 hour follow-up)	£1,095
			1. Face to face on site or in workplace or at a venue arranged/ paid for by client	4.5 hours (3.5 hour session + 1 hour follow-up)	£1,245
			1. Face to face on site or in workplace or at a venue arranged/ paid for by client	8 hours (7 hour session + 1 hour follow-up)	£1,595



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21st Century Leadership: Leading Change and Innovation	Jane Fisher Associates Ltd	<p>Develops the concept and skill set of the entrepreneur in order to envisage, communicate and successfully transition individuals through change.</p> <p>The workshops considers/explores:</p> <ul style="list-style-type: none"> • Determine what leadership really means in organisations and the flexibility now required. • Do we now need a new model of 'leadership' at all levels in our organisations? • Begin to develop a language for understanding oneself and then others. • Evaluate your own personality, skills, behaviours, styles and attitudes to leadership. • What 'motivates' individuals and what doesn't in the 21st century? • Understand and improve how we make decisions, evaluate risk and create new ideas. • Creativity is a blessing not a curse and can be developed • What is a team and what makes it perform successfully? • Understand clearly how people react and respond to change and how to successfully lead them through it. <p>Includes:</p> <ul style="list-style-type: none"> • Pre-delivery: liaison with SME client to tailor content. • End of session: participant Action Plan & follow-up activities. • Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress. 	<p>1. Online (webinar)</p>	<p>8 hours (2 x 3.5 hour sessions + 1 hour follow-up)</p>	<p>£1,595</p>
			<p>1. Face to face on site or in workplace or at a venue arranged/paid for by client</p>	<p>8.5 hours (7.5 hour session + 1 hour follow up)</p>	<p>£1,695</p>
Leading and Managing Change and How to Take People With You	Pro-Development (UK) Limited	<p>This one day workshop covers a range of elements that impact on change and helps participants to identify the impact and consequence of not dealing with internal elements of change, explain the benefits of engaging your people on change, and produce a strategy for managing the people elements of change.</p>	<p>1. Face to face in workplace or external venue</p> <p>2. Online</p>	<p>6 hours</p>	<p>£250 (Cost quoted is per person. Min 6 people)</p>
Leadership & Management: Leading Through Change	Scaffold Coaching	<p>During times of change, your people will look to you. Not for a good news story but for more certainty than they can create for themselves. In this session we explore the relationship between uncertainty and fear. And how the two interplay in workplace dynamics. We explore the role of the leader in uncertain times and how the Kubler Ross Change Curve can be useful in assessing how you can better lead your people and organisation through periods of change and uncertainty.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • The role of the leader in times of change. • Discuss and apply models of change. • 10 steps for managing organisational changes. • Recognising the importance of leading through change. • Identifying key personal activities to drive you forward. (Equivalent Level 5) 	<p>1. Online (webinar)</p>	<p>2 hours (inclusive of prep work with customer)</p>	<p>£795</p>
			<p>1. Face to face</p>	<p>3 hours (inclusive of prep work with customer)</p>	<p>£1,200</p>



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Leadership and Management Consultation Workshop	Action Training (ATL) Limited	This is a consultation discovery workshop exploring and identifying the development areas for the manager, conducting a training needs analysis to support coaching & consulting sessions.	1. Face to face 2. Online	2 hours	£125
Management Consultancy & Coaching Follow Up	Action Training (ATL) Limited	Follow up consultancy and coaching session.	1. Face to face 2. Online	7 hours (full day)	£450
			1. Online	7 hours (2 x 3.5 hour)	£450
			2. Face to face 3. Online	6 hours (3 x 2 hour sessions)	£400
Management Coaching and Consulting Package 1	Action Training (ATL) Limited	This is includes the leadership consultation workshop, 1 training course (1-day bespoke delivery) and follow up coaching and consulting sessions.	1. Face to face 2. Online	25 hours	£1,395
Management Coaching and Consulting Package 2	Action Training (ATL) Limited	This is includes the leadership consultation workshop, 3 x online training courses (eLearning) and follow up coaching and consulting sessions.	1. Face to face 2. Online 3. eLearning	30 hours	£1,020
Management Coaching and Consulting Package 3	Action Training (ATL) Limited	This is includes the consultation workshop, 2 x online training courses (eLearning) and follow up coaching and consulting sessions.	1. Face to face 2. Online 3. eLearning	24 hours	£950
Management Coaching and Consulting Package 4	Action Training (ATL) Limited	This is includes the consultation workshop, and coaching and consulting sessions.	1. Face to face 2. Online 3. eLearning	20 hours	£900
Consultancy - Performance Management	Brook Corporate Developments Limited	Support in enabling and implementing a workable performance management procedure; Understanding and implementing targets; introducing an appraisal system; ensuring all performance management targets align with the organisation's goals; on going. Coaching including situational leadership. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to face in centre or workplace 2. Online	7 hours (1 day)	£600
Consultancy - Management Development	Brook Corporate Developments Limited	Providing coaching & mentoring to develop the effectiveness of employees in management positions to drive performance of their teams. Understand your impact on others as a leader; Awareness of their role and responsibilities as a leader; reviewing leadership styles and how best to communicate with teams to increase performance. Coaching will help individuals develop a personal leadership style linked to the strategic aims of the business (growth) consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to face in centre or workplace 2. Online	7 hours (1 day)	£600



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A Business Scale Up Journey	CDI Alliance Ltd	<p>The scale up process for your business. Client journey package for up to 10 participants from one organisation.</p> <ol style="list-style-type: none"> Constructing a 3-year vision (2 x 120-minute sessions) Working with the senior team in the business to develop a detailed growth strategy focussed on activities rather than numbers that's easy to explain and can be shared internally to get buy-in Supporting the team through change (1 x 120-minute session) Presents the five essential building blocks that deliver change. Explaining the journey our people go through when change happens to them and the consequences of rapid and transformational change Mapping the skills and resources essential to delivering the vision (1 x 120-minute session) Understanding the skills and resources in-house that have delivered growth so far, identify where the bottlenecks around capacity will start to appear, when they will appear and how they will be addressed Developing a Growth Action Plan (2 x 120-minute sessions) Introducing the basic principles of a Growth Action Plan, understanding how it can be used help individuals deliver their personal objectives and illustrating how the plan can be cascaded throughout the business 	<ol style="list-style-type: none"> Face to face Online 	12 Hours (over 6 sessions)	£2,800
Crisis Management	CDI Alliance Ltd	Initial Review identifying key areas of development- Financial Organisational & Reputation	<ol style="list-style-type: none"> Face to face Online 	3 Hours (2 x 90 minute sessions)	£700
Crisis Management	CDI Alliance Ltd	Action the keys areas requiring development - This will be specified according to the Needs Analysis of initial review looking at one or all key areas	<ol style="list-style-type: none"> Face to face Online 	9 Hours (multiples of 90-minute sessions)	£2,100
One to One Coaching	DMM Training and Development Limited	Bespoke 121 coaching, as per the client needs. Recommendation would be to undertake one of the profiles and / or 360 review.	<ol style="list-style-type: none"> Face to face Online 	6 X 1 Hour coaching sessions	£450
Business Consulting	DMM Training and Development Limited	Bespoke business coaching, dependent on particular needs, with a bias towards organisational re-structuring, succession planning, training and development needs, 121 interviews and recruitment.	<ol style="list-style-type: none"> Face to Face Online Telephone (Report writing / interviewing) 		£720 (Hourly rate of £60. Example cost of 12 hours over an agreed period of time)



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Consultancy: Strategic Support for Change: People and Operations	Jane Fisher Associates Ltd	Exploring the challenges the SME is facing, identifying the issues, and offering recommendations for improvement, advice and insights to optimise the business and build resilience and growth.	1. Online	2 hours	£250
		Consultancy support:	1. Online	4 hours (half day)	£430
		<ul style="list-style-type: none"> Initial audit & recommendations: simple diagnostics stage. Plan the changes: change management or improvement plan to help implement the changes. Implementation: A helping hand to deliver the improvements you require. Lead or manage the changes Monitoring to keep the project on track. Evaluation: To measure the impact of the changes, assess achievement of objectives and levels of satisfaction amongst stakeholders. 	1. Online	8 hours (full day)	£775
		Examples of areas of support - not exhaustive:	1. Face to face in workplace	4 hours (half day)	£550
		<ul style="list-style-type: none"> Strategic direction & planning Mission, vision & values OKRs (objectives & key results) Leadership & management Effective procedures/processes 	1. Face to face in workplace	8 hours (full day)	£850
Assessment, Feedback and Profiling Tool with Coaching Session	Pro-Development (UK) Limited	Undertake an assessment or get 360 feedback using a selection of profiling tools (e.g. DISC, HPTI, TEIQ, TMSDI, Strengths Profiling) followed by a coaching session with a qualified coach to develop an action plan for personal growth.	1. Face to face in workplace 2. Online	1.5 hours	£650 (Cost quoted is per person and includes the use of 2 assessment tools)
Consultancy: Quality Improvement & Productive Practice	Jane Fisher Associates Ltd	Virtual or on-site consultancy support, to deliver 'quick wins' and make change to happen fast. Support to energise and motivate teams, through Productive Practices.	1. Online	2 hours	£250
		Results are quick to materialise that are also long-lasting. With a real focus on sustainability, this consultancy support improves efficiency, effectiveness and overall productivity within the business and its teams.	1. Online	4 hours (half day)	£430
		Through more productive working and quality improvements, it enhances both staff and client experiences, by helping for example:	1. Online	8 hours (full day)	£775
		<ul style="list-style-type: none"> Improve workflow Eliminate waste Change the work environment Focus on core processes and purpose Manage time Manage variation Optimise inventory Enhance the client/customer relationship Focus on the product or service 	1. Face to face in workplace	4 hours (half day)	£550
			1. Face to face in workplace	8 hours (full day)	£850



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Coaching: Exploring Your Management approach - Using the Everything DiSC® Management Profile Tool	Jane Fisher Associates Ltd	<p>The DiSC® model is used to help people better understand themselves and adapt their behaviours with others, for example within a work team, a sales relationship, or a leadership position.</p> <p>The DiSC® Profile facilitates discussions and help an individual:</p> <ul style="list-style-type: none"> • Increase their self-knowledge: how they respond to conflict, what motivates them, what causes them stress and how they solve problems • Improve working relationships by recognising the communication needs of team members • Facilitate better teamwork and minimise team conflict • Manage more effectively by understanding the dispositions and priorities of other staff and team members • Become more self-knowledgeable, well-rounded and effective leaders <p>Everything DiSC® Management Profile This profile is ideal for helping managers bring out the best in their teams; a personalised profile focuses on:</p> <ul style="list-style-type: none"> • Understanding an individual's strengths and challenges as a manager and how to adapt to meet the needs of the people they manage. • How to direct and delegate in ways that maximise employee engagement and productivity. • How to increase motivation by creating an environment that meets needs and preferences. • How to develop others by helping people to identify, manage and build on their strengths. • How to work more effectively with their own manager. 	1. Online	5 hours (includes client liaison, survey, report, 2 x coaching sessions)	£595
Coaching and Mentoring to Inspire Leaders and Managers	Pro-Development (UK) Limited	<p>Coaching and Mentoring with a qualified coach for individuals supporting leaders and managers in areas to support scale up.</p> <p>Exploring a wide range of areas lead by personal and business need including, but not limited to; business resilience, communication, influencing, crisis management, leading through change, managing teams, succession planning, building confidence, personal impact, problem solving, creative thinking, honest conversations, building trust, leadership, mindset & beliefs, mindfulness and emotional resilience, pace setting and relationship building.</p>	1. Face to face in workplace 2. Online	1.5 hours	£375 (Cost quoted is per person)
Consultancy and Coaching to Support Senior Leaders	Pro-Development (UK) Limited	<p>Consultancy and coaching support with a qualified coach working with senior leaders in your business to identify opportunities to create a high performing workplace. Includes areas such as working on vision and values, business growth and OD strategy, talent and succession planning.</p>	1. Face to face in workplace 2. Online	6 hours	£1,000 (Cost quoted is per day working with senior leader/s)



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Bespoke Employee Engagement Programme and Consultancy	Pro-Development (UK) Limited	This 3 month programme provides expert consultancy and assessment to increase employee engagement and support business resilience, growth and high performing workplaces. Using an employee survey tool, attendees will work through a process of assessing engagement, analysing and reviewing results and building a 12 month action plan to support increased engagement.	1. Face to face in workplace 2. Online	18 hours	£2,000 (Cost quoted is per person. Min of 2 people from the business)
Crisis Management - CEO Consultant and Coach to Provide Follow Up Support on a 1:1 Basis	Pro-Development (UK) Limited	The provision of one to one support and coaching on crisis management issues from a former CEO with direct experience of this. Practical advice and takeaways.	1. Face to face in workplace 2. Online	1 hour	£175 (Cost quoted is for one hour consultancy/coaching)
Leadership & Management Coaching/Mentoring & Consultancy	Qinesis Marketing Limited	Coaching, mentoring, & consultancy in any / all of the following topics: leadership development; management; strategy; business resilience; business growth; managing teams for success; change management; crisis management; innovation, new product development & introduction; finance; sales; marketing; route to market; commercialisation; supply chain; customer service; lean / continuous improvement; systems & processes; communications; organisational structuring; HR; skills planning; succession planning; digital skills.	1. Face to face in workplace or external venue 2. Online (1-2-1 and / or group delivery)	Determined by type of project & employer needs as all activity is bespoke to the company.	£600 per day
Coaching: Leaders and Managers - offered as 1-2-1	Scaffold Coaching	Leadership coaching has one focus; to support you, the leader, by creating time and space for new learning and awareness to develop. For instance, some of the topics people typically find workplace coaching beneficial for include; stress management, time management, managing remotely, career progression, dealing with and managing change, building confidence, navigating stakeholder relationships and gaining a better sense of balance. Our approach is not to instruct or tell, rather we take a curious view about what you are seeing, feeling, sensing, behaving and thinking about. We facilitate your learning by building your self-awareness, exploring your choices, goal setting and finding different ways of working.	1. Online	6 month leadership coaching (5 x 90 minutes)	£995
Coaching: Optional Coaching Tools	Scaffold Coaching	Hogan Leadership Assessment including HPI, HDS & Values plus 2 hour personal debrief and development plan.	1. Face to face 2. Online	2 hours	£650
Coaching: Optional Coaching Tools	Scaffold Coaching	MBTI® (Myers-Briggs Type Indicator) Individual Assessment including report & 90 minute debrief	1. Face to face 2. Online	1.5 hours	£325
Coaching: Optional Coaching Tools	Scaffold Coaching	DiSC® Assessment including profile questionnaire, report & 90 minute debrief	1. Face to face 2. Online	1.5 hours	£375



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Coaching and Consulting - Leadership and Management	Training 4 Logistics Limited	Bespoke support in 1 or more of the following processes: principles of L&M, business growth, business resilience, change management, crisis management, changing working practices and terms and conditions of employment, organisational development and design, employee engagement, restructuring (equivalent level 3 and above)	1. Face to face 2. Online 3. Combination of above	8 hours	£650
Consultancy Package 1	University of York	This one day consultancy package offers businesses access to specialist expertise from both university staff and industry experts in areas such as business transformation, change management, business growth, leadership and management, business strategy and business resilience. The consultancy can either be offered as a standalone package to support a specific business challenge or as part of a process of embedding the learning in any of the training offered in LOT 3. If the consultancy is to embed learning it would be delivered both before and after the training course/s takes place. This consultancy can be delivered with to an individual manager / leader or a management / leadership group.	1. Face to face (with online support materials)	N/A	£2,000
Consultancy Package 2	University of York	This three day consultancy package offers businesses access to specialist expertise from both university staff and industry experts in areas such as business transformation, change management, business growth, leadership and management, business strategy and business resilience. The consultancy can either be offered as a standalone package to support a specific business challenge or as part of a process of embedding the learning in any of the training offered in LOT 3. If the consultancy is to embed learning it would be delivered both before and after the training course/s takes place. This consultancy can be delivered with to an individual manager / leader or a management / leadership group. This consultancy would normally be delivered in half day sessions over a period of 6 weeks, however it will depend on customer needs.	1. Face to face (with online support materials)	N/A	£3,000
Consultancy Package 3	University of York	This one day consultancy package offers businesses access to specialist expertise from both university staff and industry experts in areas such as business transformation, change management, business growth, leadership and management, business strategy and business resilience. The consultancy can either be offered as a standalone package to support a specific business challenge or as part of a process of embedding the learning in any of the training offered in LOT 3. If the consultancy is to embed learning it would be delivered both before and after the training course/s takes place. This consultancy can be delivered with to an individual manager / leader or a management / leadership group. This consultancy can be deliver over a 10 week period, either in one or full day sessions.	1. Face to face (with online support materials)	N/A	£5,000



CONFLICT MANAGEMENT

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost [Excl. VAT]
Conflict Resolution Leadership Training Course	Action Training (ATL) Limited	1-day leadership and management training course in Conflict Resolution Leadership.	1. Face to face 2. Online	7 hours	£450
Conflict Resolution in the Workplace	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / Online	5 hours	£40
Leadership & Management: Managing Team Conflict	Scaffold Coaching	<p>Managing conflict within the team is a key aspect of leadership and the webinar supports the development of knowledge and skills within this area.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • Management approaches to conflict • Personal conflict style • Conflict escalation • Non-verbal communication • Being assertive in a conflict situation • Conflict situations and difficult people • Action planning and close • (Equivalent level 5) 	1. Online (webinar)	2 hours (inclusive of prep work with customer)	£795
			1. Face to face	3 hours (inclusive of prep work with customer)	£1,200



DIGITAL

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Digital masterclass Leadership Training Course	Action Training (ATL) Limited	Design and delivery of the 4 hour online leadership and management training course - This is to develop and support moving the business on-line, having a digital presence.	1. Online	4 hours	£300
Facebook for Business	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	8 hours	£90
LinkedIn for Business	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	8 hours	£90
Search Engine Optimisation for Business	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	8 hours	£149
Social Media for Business	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	8 hours	£149
Twitter for Business	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	6 hours	£90
Moving your Business Online	CDI Alliance Ltd	Initial Review identifying key areas of development Cloud Software, Cyber Security, CRM, IMS, MRP	1. Face to face 2. Online	3 hours (2 x 90 minute sessions)	£700
Moving your Business Online	CDI Alliance Ltd	Action the keys areas requiring development - This will be specified according to the Needs Analysis of initial review	1. Face to face 2. Online	9 hours (multiples of 90 minute sessions)	£2,100
Online Sales	Client Marketing Limited	How to start on an online business	1. Face to face 2. Online	7 hours	£490
Marketing Development Both Off and Online	Enterprise Made Simple Ltd	Building a structured marketing plan to build a coherent brand, target and data management system to make the most of all marketing efforts	1. Face to face 2. Online 3. Combination of above	56 hours	£1,500
Online Digital Growth Including Blogging, Videos and Podcasting	Enterprise Made Simple Ltd	Everything a smaller business would need to develop and implement an online social media presence that gets sales results.	1. Face to face 2. Online 3. Combination of above	56 hours	£1,500
Virtual Presence	University of York	This session provides team members with the self-awareness and skills needed to level up their personal impact when speaking, leading or influencing in online sessions. Topics covered include: advanced emotional intelligence for virtual environments, influencing skills, key strategies, tools and techniques to achieve and maintain high levels of trust, engagement and influence to get more done, whilst taking others on the journey.	1. Online	4 hours live tutor lead course	£90 (Min number of delegates: 10)
			1. Face to face	1 day	£275 (Min number of delegates: 8)



GROWTH

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Beyond Your Vision – The Principal Dimension to Business Growth for a New Generation of Business Leaders	Andrea Morrison Coaching	<p>Essential training for businesses who are looking to understand what it will take to create sustainable change and growth. They are looking beyond traditional and outdated techniques, strategies or theories that are no longer relevant to the current climate and want to delve deeper into what drives businesses to be successful and resilient.</p> <p>Beyond your vision enables business leaders (and therefore their businesses) to move from confusion to clarity and from chaos to calm. Through guided learning and active discussion they will be able to cut through the noise, break down internal resistance and gain a deep understanding of their own state of mind and how this impacts on their business.</p> <p>This is an 8 week structured online programme, with a combination of videos, workshops and group coaching within the environment of a facilitated online community.</p> <p>Course Outline:</p> <ul style="list-style-type: none"> • 1 x 30 minute introduction video (released on a Monday) • 1 x 90 minute masterclass (Tuesday afternoon – recorded) • 1 x 60 minute reflection call (Friday morning – recorded) • Private Online support forum run by myself will also be made available, providing additional free resources, book recommendations and guidance throughout the programme. 	1. Online	24 Hours	£300
Beyond Your Vision – The Principal Dimension to Business Growth for a New Generation of Business Leaders (one to one Coaching)	Andrea Morrison Coaching	<p>Essential coaching and mentoring for business leaders who are looking to understand what it will take to create sustainable change and growth. They are looking beyond traditional and outdated techniques, strategies, theories or coaching approaches that are no longer relevant to the current climate and want to delve deeper into what drives businesses to be successful and resilient.</p> <p>Beyond Your Vision one to one coaching and mentoring enables business leaders (and therefore their businesses) to move from confusion to clarity and from chaos to calm. Each programme is responsive to the client and each session is responsive to their needs at that time. Prior to each programme of coaching clients will be assessed and an initial plan put together, however, is fluid and responsive changeable by the requirements and needs of the client at the time.</p> <p>Clients will also be provided with tailored free resources such as videos, podcasts etc and book recommendations.</p>	1. Online	8 Hours	£1,400



GROWTH

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Business Growth Leadership Training Course	Action Training (ATL) Limited	1-day leadership and management training course in Business Growth Leadership	1. Face to face 2. Online	7 hours	£450
Business Growth Coaching / Consultancy	BSA Training	Bespoke session based on the needs and wants of the Manager. Development of an action plan for next steps.	1. Face to face 2. Online	12 hours (4 x 0.5 Days)	£1,600 (Costs are per person. Min of 1 person)
Business Growth	CDI Alliance Ltd	Initial Review identifying key areas of growth potential from both existing a new channels	1. Face to face 2. Online	3 hours (2 x 90 minute sessions)	£700
Business Growth	CDI Alliance Ltd	Action the keys areas requiring development exploring new and existing opportunities	1. Face to face 2. Online	9 hours (multiples of 90-minute sessions)	£2,100
Innovative Finance Models	Enterprise Made Simple Ltd	Developing finance models for small businesses to identify growth and opportunities in fast changing market place, to add structure and productivity	1. Face to face 2. Online 3. Combination of above	28 hours	£750
Business Coaching and Consultancy to Upskill Individuals	Enterprise Made Simple Ltd	One to one specific support around growth and development	1. Face to face 2. Online 3. Combination of above	As required (per hour charge)	£60 per hour
Coaching and Consultancy Building up a Strong Business Growth Response	Enterprise Made Simple Ltd	Working with individuals on a one to one basis, to build upon their core skills and their key business skills to achieve growth and development	1. Face to face 2. Online 3. Combination of above	As required (per hour charge)	£60 per hour
Growing Your Business	University of York	This course will cover reviewing your products, services & customers and driving sales, putting a marketing plan together and setting marketing objectives and goals to help you to grow your business.	1. Online	4 hours live tutor lead course	£90 (Min number of delegates: 10)
			1. Face to face	1 day	£225 (Min number of delegates: 8)
Coaching and Consultancy Building up a Strong Business Growth Response	Enterprise Made Simple Ltd	Working with individuals on a one to one basis, to build upon their core skills and their key business skills to achieve growth and development	1. Face to face 2. Online 3. Combination of above	As required (per hour charge)	£60 per hour



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Bidding & Tendering for Small Businesses - A Business Growth Strategy	Hoops Solutions Limited	<p>The programme for leaders and managers of small businesses. The coaching and training sessions will give them the confidence, insight, knowledge, and tools to bid or tender for public and private contracts in order to grow their business. Participants will be fully supported to submit their first bid, tender or commercial proposal.</p> <p>The scope of the programme will cover:</p> <ul style="list-style-type: none"> • Why you should integrate bid and tenders into your business development strategy. • Stepping outside your business – identifying your uniqueness and KPIs. • Implementing a bid or proposal management process. • Typical tasks & roles in bids and proposal management. • Busting the jargon. • Public procurement – securing your share of £300billion. • Structuring commercial proposals. • Researching and identifying those bid & tender opportunities. • Understanding the tender documents. • Making the bid or no-bid decision. • Getting bid ready. • Defining your proposal strategy. • Stating your business case & establishing your price. • Writing techniques. • Drafting your document - answering the questions. • Critiquing & finalising your document. • Presentations & interviews - how to impress. • Success or failure - lessons learned. • How to conduct a live search for suitable bids and tenders. • One-to-one support for the first bid or tender. 	1. Face to face in workplace 2. Online	12 hours	£695



HUMAN RESOURCES

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Pathway to Business Success	Action Training (ATL) Limited	Leadership & management course covering 6 modules, business resilience, financial management, business marketing, customer diversification, digital masterclass and bring it all together.	1. Online	25 hours	£700
Anti-Harassment & Bullying	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
Developing Good Employee Relations	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
Disciplinary Procedures	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
Equality, Diversity & Discrimination	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
Managing Sickness & Absence	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
Sexual Harassment in the Workplace	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
The Principles of Performance Management	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / online	5 hours	£40
HR for Non-HR Managers - Foundation	Brook Corporate Developments Limited	Supporting middle management with the tools to manage their day to day duties in line with HR standards. Providing knowledge regarding the full employee life cycle from pre-recruitment to termination of employment. Includes HR management, recruitment/selection, performance reviews, managing difficult situations, absence management, engagement & retention.	1. Face to face in centre or workplace 2. Online	21 hours (3 days)	£1,800
HR for Non-HR Managers - Intermediate	Brook Corporate Developments Limited	Supporting middle management with the tools to manage their day to day duties in line with HR standards. Providing knowledge regarding the full employee life cycle from pre-recruitment to termination of employment. Includes HR management, recruitment/selection, performance reviews, managing difficult situations, absence management, engagement & retention.	1. Face to face in centre or workplace 2. Online	35 hours (5 days)	£3,000
HR for Non-HR Managers - Higher	Brook Corporate Developments Limited	Supporting middle management with the tools to manage their day to day duties in line with HR standards. Providing knowledge regarding the full employee life cycle from pre-recruitment to termination of employment. Includes HR management, recruitment/selection, performance reviews, managing difficult situations, absence management, engagement & retention.	1. Face to face in centre or workplace 2. Online	63 hours (9 days)	£5,400



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Consultancy - HR	Brook Corporate Developments Limited	Providing services that cover the entire employee life cycle to actively contribute to the success and future growth of an organisation. This includes contract and employee handbook review, implementing a recruitment process, restructuring and redundancy support, appraisals, absence management, disciplinary and grievance handling. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to face in centre or workplace 2. Online	7 Hours (1 day)	£600
Disciplinary Procedures	Global Partnership Europe Ltd	Disciplinary procedures.	1. Online	1 Hour	£35
Skills Training - Leadership and Management	Training 4 Logistics Limited	Bespoke support in 1 or more of the following processes: Principles of L&M, business growth, business resilience, change management, crisis management, changing working practices and terms and conditions of employment, organisational development and design, employee engagement, restructuring (equivalent level 3 and above).	1. Face to face in centre or workplace 2. Online 3. Combination of above	8 hours	£650
Mental Health and Wellbeing for Managers	University of York	This session will help leaders to understand the impact of mental health and wellbeing on organisational performance. The course aims to help delegates with an understanding of emotional and mental health and an understanding of stress on the human body. Review well being initiatives and understand how to create and sustain a positive culture of mental health and wellbeing.	1. Online	4 hours live tutor lead course	£90 (Min number of delegates: 10)
			1. Face to face	1 day	£225 (Min number of delegates: 8)



INTERNATIONAL MARKETS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
International Trade Enhancement - Foundation	Brook Corporate Developments Limited	Understanding the required documentation to import & export to allow businesses to grow their business overseas. Includes import & export strategy, routes to international markets, import & export process, import & export licenses and preferential duty.	1. Face to face in centre or workplace 2. Online	21 hours (3 days)	£1,800
International Trade Enhancement - Intermediate	Brook Corporate Developments Limited	Understanding the required documentation to import & export to allow businesses to grow their business overseas. Includes import & export strategy, routes to international markets, import & export process, import & export licenses and preferential duty.	1. Face to face in centre or workplace 2. Online	35 hours (5 days)	£3,000
International Trade Enhancement - Higher	Brook Corporate Developments Limited	Understanding the required documentation to import & export to allow businesses to grow their business overseas. Includes import & export strategy, routes to international markets, import & export process, import & export licenses and preferential duty.	1. Face to face in centre or workplace 2. Online	63 hours (9 days)	£5,400
Consultancy - International Trade	Brook Corporate Developments Limited	Helping businesses expand and grow their international operation/sales, systems and procedures through providing import/export strategic planning, consultancy on required documentation, license application and compliance. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to face in centre or workplace 2. Online	7 hours (1 day)	£600



LEADERSHIP - SHORT COURSES

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Crisis Management Leadership training course	Action Training (ATL) Limited	1-day leadership and management training course in Crisis Management Leadership	1. Face to face 2. Online	7 Hours	£450
4 Day Leadership Programme	BSA Training	Including following modules - Managing Self, Managing People, Managing Relationships, Managing Tasks.	1. Face to face in workplace	24 Hours (4 days)	£1,000 (Costs are per person. Min of 5 people)
			1. Online	24 Hours (4 days)	£900 (Costs are per person. Min of 5 people)
5 Day Leadership Programme	BSA Training	Including following modules - managing self, managing people, managing relationships, managing change, managing tasks.	1. Face to face in workplace	30 Hours (5 days)	£1,250 (Costs are per person. Min of 5 people)
			1. Online	30 Hours (5 days)	£1,125 (Costs are per person. Min of 5 people)
Leadership Bitesize	BSA Training	Including following modules - Understanding Self, Leading by Example, Teamworking and Collaboration, Performance Management, Values and behaviours, Managing Time.	1. Face to Face in workplace	18 Hours (6 x 0.5 days)	£1,200 (Costs are per person. Min of 5 people)
			1. Online	18 Hours	£1,100 (Costs are per person. Min of 5 people)
Leadership Skills Introduction	Global Partnership Europe Ltd	An introduction to leadership skills	1. Online	2 Hours	£35
21st Century Leadership: Personal Development & Wellbeing	Jane Fisher Associates Ltd	This is a self-coaching session using RIDFEAR® methodology that helps individuals experiencing change determine what they want, from both life and their careers, and then establish how to achieve that. It considers: <ul style="list-style-type: none"> • Learning to learn – the essential element • What is self-coaching and how can it help me deal with personal and organisational issues? Pre-delivery: liaison with SME client to tailor content End of session: participant Action Plan & follow-up activities Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress	1. Online (webinar)	8 Hours (2 x 3.5 hour sessions + 1 hour follow-up)	£1,595
			1. Face to Face on site or in workplace or at a venue arranged / paid for by client	8.5 Hours (7.5 hour session + 1 hour follow up)	£1,695



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Leadership & Management: An Introduction to Leadership	Scaffold Coaching	<p>Leaders set the tone of an organisation, yet people are often promoted without ever having any formal leadership training. This introductory webinar will cover the fundamentals of effective leadership skills, providing helpful tips for first time and more seasoned leaders to create a positive and motivational leadership style.</p> <p>What we will cover</p> <ul style="list-style-type: none"> • Explore leadership vs. management discussion (Kotter model) • Explore issues of working manager, management activities vs. task activities and the individuals focus of attention • Leadership styles including the use of authority • Discuss leadership traits characteristics and behaviours • Situational leadership using Blanchard & Hersey • Discuss leadership skills development, the challenges delegates face, and their leadership journey • The Four Factor Model of Leadership (Equivalent Level 5) 	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to face	3 Hours (inclusive of prep work with customer)	£1,200
Leadership & Management: Authenticity And Vulnerability In Leadership	Scaffold Coaching	<p>One of the most common ailments of leaders is the so-called 'Imposter Syndrome'. Experienced Leaders often struggle to find a blueprint for how they should behave or what great leadership looks like for them. This webinar explores 'Authentic Leadership' - an approach to leadership that emphasises building the leader's legitimacy through honest relationships with followers who value their input and relationships built on an ethical foundation. And how when this is done, leaders can inspire trust in their teams, and discover that the answer to self-doubt as a leader is often 'just to be yourself' - vulnerabilities and all.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • What is authentic leadership? • Being an 'Authentic Leader' • The four components of authentic leadership (model) • Legal / ethical influences • Discovering your own authenticity • Why vulnerability becomes such a strength • Personal reflections of vulnerability (equivalent level 5) 	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to face	3 Hours (inclusive of prep work with customer)	£1,200
Leadership & Management: Facilitating inclusive Culture & Leadership	Scaffold Coaching	<p>This program looks at the foundations of what diversity and inclusion mean in leadership and workplace cultures today. Through developmental facilitation and explorative conversations we ask leaders to adopt a set of core values and ground rules to test their assumptions, ask better questions, check their own biases and adopt a mutual learning style. We then look at how these ground rules and approaches can be practically applied in workplaces of today to co-create truly inclusive, diverse and effective team cultures. (Equivalent Level 5)</p>	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200



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Leadership & Management: The Secrets of Sponsorship & Stakeholder Management on Change Programmes	Scaffold Coaching	<p>Experienced senior leaders in organisations can be ill-prepared and ill-equipped to effectively Sponsor and manage the large value Change Programmes. This webinar will explore the role of the Sponsor on Change Programmes and, crucially, how this differs from the Programme Manager role. It will demonstrate the importance of skilful stakeholder management on programmes and equip Sponsors and project players with powerful stakeholder management strategies.</p> <p>What we will cover</p> <ul style="list-style-type: none"> • Why Sponsorship? • The role of the Sponsor • How to identify your stakeholders? • Managing your stakeholders in a systematic way • Running an effective Change Steering Group • "Can you Handle the Truth?" – calling the big decisions • An introduction to the Sponsor Diagnostic (Equivalent Level 5) 	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
Entrepreneurial Leadership	University of York	<p>This programme is for you if you are leader who wants to use cutting-edge business innovation and growth strategies to accelerate results and compete more strongly. You'll learn how to identify and use entrepreneurial approaches, even if (and especially when!) you're in a resource of time-constrained environment. The programme is highly interactive, packed with opportunities for you to apply your new insights to your own leadership and business context. You'll gain clarity on how to transform your energy and ideas into results, optimise how you build and launch new business ideas, learn how to evaluate market opportunities, shape your business model and financial plan, and connect with customers through your value proposition.</p>	1. Online	4 hours live tutor lead course	£90 (Min number of delegates: 10)
			1. Face to Face	1 day	£275 (Min number of delegates: 8)



LEADERSHIP DEVELOPMENT

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When are you leading and when are you managing ? Leadership & Management Styles	CDI Alliance Ltd	Understanding the difference between leadership and management. Identifying when you are leading your organisation and what styles of leadership you can use in different situations to get employee buy in. Identifying when you are managing the organisation and what styles of management you can use to get the best from your staff.	1. Face to Face 2. Online	3 Hours (2 x 90 minute sessions)	£700
Personal Leadership "Open" Training Development Programme	DMM Training and Development Limited	Run for businesses that do not have sufficient delegates for an in-house programme. Attendees are of all Levels, roles and sectors. 8 session classroom training programme, held over number of weeks to enable practical application of processes, techniques and theory learning back in the workplace. Starts with a pre-programme 121 interview to understand challenges and development needs. Structure of programme includes: Raised personal awareness, identification of behavioural style, understanding the impact of attitude, developing relationships and trust, effective communication, achieving productive conflict, influencing and persuading, effective delegation leading to heightened productivity and effective time management, dealing with underperformance, resilience and leadership qualities. Delegates held accountable by reporting to the group each session on their successes on implementation. Lots of group based discussions, as well as practical exercises and activities.	1. Face to Face (Group Based Learning held in Knaresborough)	32 Classroom Hours	£1,450
Personal Leadership In-House Training Development Programme	DMM Training and Development Limited	Run for businesses who have between 6 and 12 delegates who require training and development. Level of individual would be Junior, Team Leader & Supervisory. As the above 'open' programme and run over 7 Sessions, fortnightly.	1. Face to Face (Group Based Learning on site or a venue of the client choosing)	28 Classroom Hours	£1,150
In-House Everything DiSC Work Place Profiling and Feedback Session	DMM Training and Development Limited	On-line completion of Everything DiSC Workplace profile, followed by a group based feedback session. Great opportunity for attendees to gain an understanding of their behavioural style and strengths and how they are perceived by others in their department / company. The raised awareness and understanding is the key to opening more effective working relationships and raised productivity.	1. Face to Face (Group Based Learning on site or a venue of the client choosing)		£1,150
Individual Everything DiSC Workplace Profiling and Coaching Feedback Session	DMM Training and Development Limited	Basic behavioural profile and a great base to start from for the delegate, as it outlines their strengths and areas where they need to develop. A true awareness raising exercise.	1. Face to Face 2. Online	3 Hours	£195
Individual Everything DiSC Management Profiling and Feedback Coaching Session	DMM Training and Development Limited	Anyone who holds a management position and wishes to enhance their skills and gain a better understanding as to how to deal with different reportees. More in-depth than the basic work place profile, providing tips and techniques specifically around delegating and influencing others.	1. Face to Face 2. Online	3 Hours	£225



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Individual Everything DiSC for Leaders Profile and Feedback Coaching Session	DMM Training and Development Limited	DiSC profile for a Leader. In addition to the identification of the individuals behavioural style, the delegate is presented with a 3 Step process to help the leader reflect on how they approach the most fundamental work of a leader; Creating Vision, building Alignment around the vision and championing Execution of the vision. Each step process is broken down into 3 areas: Vision - Exploration, Boldness and Testing Assumptions; Alignment - Clarity, Dialogue and Inspiration; Execution - Momentum, Structure and Feedback	1. Face to Face 2. Online	3 Hours	£275
Individual Everything DiSC 363 Leaders Review and Coaching Feedback Session	DMM Training and Development Limited	Using the Everything DiSC process, this is a 360 review of a leader, with feedback taken from their Manager, Peers, Co-Workers, Subordinates and "Others". An online questionnaire provides a detailed feedback report on key areas of leadership (including those from the Leaders profile detailed above). From the feedback received, the Leader is provided with a 3 Step plan on the key areas for development. An in-depth report, which has to be tactfully feedback to the participant to achieve maximum benefit.	1. Face to Face 2. Online	4 Hours	£350
21st Century Leadership: Improving Productivity	Jane Fisher Associates Ltd	Appreciate how cost savings are actually generated and determine opportunities and solutions for operational improvements in all sectors, particularly service	1. Online (webinar)	8 Hours (2 x 3.5 hour sessions + 1 hour follow-up)	£1,595
		<p>The workshops considers/explores:</p> <ul style="list-style-type: none"> • Appreciate how cost savings are actually generated and opportunities for operational improvement • Understand the development of management theories and the impact on operational performance • How job design impacts on performance • What is quality and why is it critical in service organisations too? • Understand the concepts behind 'lean' and 6σ and how they might be transferred into a service environment to optimise productivity and performance? • Appreciate the design criticality of process as well as product/service • Utilise simple project management techniques to deliver improvements <p>Pre-delivery: liaison with SME client to tailor content End of session: participant Action Plan & follow-up activities Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress</p>	1. Face to Face on site or in workplace or at a venue arranged/paid for by client	8.5 Hours (7.5 hour session + 1 hour follow up)	£1,695



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Leadership Coaching	Jane Fisher Associates Ltd	Virtual 1-2-1 coaching to support leaders and managers.	1. Online	1 Hour ad hoc coaching session	£185
		Our one-to-one leadership coaching programmes offers leaders and managers an opportunity to take time out of the everyday hustle and bustle of their jobs, and reflect on their roles considering the external, internal and personal factors that affect their lives.	1. Online	6 X 1 Hour coaching sessions	£995
		Our coaching provides individuals with the opportunity to identify their needs - to help them personally and in their business, to take control over their own development, to clarify goals and explore the options available to them objectively, facilitated by their coach. And, supported by their coach, individuals can identify the changes they wish to make and determine the pathways they wish to take, to enable them to achieve their ultimate goals and potential.	1. Online	1.5 Hour ad hoc coaching session	£230
		End of session Action Planning enable our coachees to have a clear direction post session, with the opportunity to explore progress at the next session.	1. Online	6 X 1.5 Hour coaching sessions	£1,245
Inspiring Leaders Indoor 6-month Programme with Action Learning Groups	Pro-Development (UK) Limited	This programme includes 6 x one day workshops and 5 x half day action learning groups. Designed for SMEs, the programme aims to develop attendees to become inspiring managers and leaders. Starting with understanding you and your role and how you communicate and moving on to bringing out the best in the team, managing individuals and teams, growing you and your team and succession planning.	1. Face to Face in workplace or external venue 2. Online	51 Hours	£2,394 (Cost quoted is per person)
Inspiring Leaders Experiential 7-month Programme with one to one Coaching	Pro-Development (UK) Limited	This exciting 7-month programme consists of 7 experiential outdoor and indoor one day workshops combined with 6 x coaching sessions to support your journey. The programme is designed to develop authentic and inspiring leadership. Starting with understanding self, you will use various activities to look at how you lead in action. You will explore ways to bring out the best in teams, achieving results through others, succession planning and leading through change. We will examine how you lead and observe and offer feedback on your development into an authentic and inspiring leader.	1. Face to Face workshops in external venues 2. Face to Face in workplace 3. Online	54 Hours	£3,995 (Cost quoted is per person and includes all outdoor activities)



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Coaching: Exploring your Leadership approach - using the Everything DiSC® Leaders Profile tool	Jane Fisher Associates Ltd	<p>The DiSC® model is used to help people better understand themselves and adapt their behaviours with others, for example within a work team, a sales relationship, or a leadership position.</p> <p>Following completion of a questionnaire a detailed report based around the following four behaviours - Dominance; Influence; Steadiness; Conscientiousness - is presented and discussed in a 2-hour 1-2-1 coaching session with the participant, from which a personal action plan is created. A follow up coaching session is also included to check on the leader's personal progress.</p> <p>Using the framework of Vision, Alignment, and Execution, Work of Leaders encourages leaders to understand their own leadership behaviours and how they impact upon their effectiveness.</p>	1. Online	5 Hours (includes client liaison, survey, report, 2 x coaching sessions)	£645
Coaching: Exploring a 360 view of your Leadership approach - using the Everything DiSC® 363 for Leaders Profile tool	Jane Fisher Associates Ltd	<p>The DiSC® model is used to help people better understand themselves and adapt their behaviours with others, for example within a work team, a sales relationship, or a leadership position.</p> <p>Following completion of a questionnaire a detailed report based around the following four behaviours - Dominance; Influence; Steadiness; Conscientiousness - is presented and discussed in a 2-hour 1-2-1 coaching session with the participant, from which a personal action plan is created. A follow up coaching session is also included to check on the leader's personal progress.</p> <p>Everything DiSC® 363 for Leaders Profile This combines the best of 360s with the simplicity and power of DiSC, and gives a leader three personalised strategies for improving their leadership effectiveness.</p> <p>Leaders are given a two-part online assessment: The Everything DiSC® assessment and the Leadership Behaviour section about how they tend to lead.</p> <p>Raters are given a two-part online assessment: the same Leadership Behaviour section that the leader takes and a Leadership Requests section that asks which leadership practices they'd like to see the leader do more of. Raters are categorised as: Direct Reports, Peers, Manager and Other. Any combination of groups may be used and leaders can have an unlimited number of Raters.</p>	1. Online	6 Hours (includes client liaison, survey, report, 2 x coaching sessions)	£745



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Coaching: Leaders and Managers - offered as 1-2-1	Scaffold Coaching	<p>Leadership coaching has one focus; to support you, the leader, by creating time and space for new learning and awareness to develop.</p> <p>For instance, some of the topics people typically find workplace coaching beneficial for include; stress management, time management, managing remotely, career progression, dealing with and managing change, building confidence, navigating stakeholder relationships and gaining a better sense of balance.</p> <p>Coaching is a form of Learning – our approach is not to instruct or tell, rather we take a curious view about what you are seeing, feeling, sensing, behaving and thinking about.</p> <p>Coaching provides a safe confidential space to discuss goals and anything in your current situation that may be holding you back.</p> <p>Above all, our workplace coaching literally changes the way people learn and lead.</p>	1. Face to Face (Includes reasonable contact between sessions)	6 Month Leadership Coaching (5 x 90 minutes) + free understanding your values & anti-values)	£1,375



LEAN MANAGEMENT

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Lean Implementation - Tools & Techniques - Foundation	Brook Corporate Developments Limited	Helping managers and leaders eliminate non-value added activity from their operation to maximise the full potential of their people & processes to ensure business growth. Implementation of lean to improve quality and production standards. Importance of material requirements planning.	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Lean Implementation - Tools & Techniques - Intermediate	Brook Corporate Developments Limited	Helping managers and leaders eliminate non-value added activity from their operation to maximise the full potential of their people & processes to ensure business growth. Implementation of Lean to improve quality and production standards. Importance of material requirements planning.	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Lean Implementation - Tools & Techniques - Higher	Brook Corporate Developments Limited	Helping managers and leaders eliminate non-value added activity from their operation to maximise the full potential of their people & processes to ensure business growth. Implementation of Lean to improve quality and production standards. Importance of material requirements planning.	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Consultancy - Lean Implementation	Brook Corporate Developments Limited	Helping businesses implement lean tools into their operation to reduce non-value added activity, maximise potential and increase profits/growth. Consultancy support can include understanding waste, process mapping, FMEA, PDCA, Kaizen, DMAIC, 5S to enable continuous improvement. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to Face in centre or workplace 2. Online	7 Hours (1 day)	£600



MANAGEMENT - SHORT COURSES

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Goal Setting and Creating you team vision	CDI Alliance Ltd	We identify the power of goal setting and vision for individual and team growth, motivation and engagement. We share core goal setting principles and models and how to apply these. We apply these in the session and review how to engage others with our goals and action plans.	1. Online	1.5 Hours (1 x 90 minute session)	£350
Delegation Espresso	CDI Alliance Ltd	We the barriers that stop us from delegating and explore the impact of successful delegation. We review task lists to delegate and identify how to delegate effectively to gain engagement, task follow up and long term delegation planning.	1. Online	1.5 Hours (1 x 90 minute session)	£350
Stepping-up to Management: Managing People and Teams	Jane Fisher Associates Ltd	<p>This SME bespoke masterclass delves into the skills, approaches and techniques that can be used to effectively manage people and teams. Designed around the needs of the SME, content may include:</p> <p>motivating others; the coaching approach; managing challenging behaviours; delegation; conflict resolution; decision making; team development; team roles; team goals & objectives; role as a team leader; active listening; developing empathy; creating clear communication channels; building trust and culture; increase participation and team engagement; team wellbeing strategies ; behaviours and attitudes of staff; Virtual team management</p> <p>INCLUDES:</p> <p>2 facilitators to enhance online delivery</p> <p>Pre-delivery: liaison with SME client to identify challenges to customise masterclass content</p> <p>End of session: Q/A session, participant Action Plan & follow-up activities</p> <p>Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress</p>	1. Face to Face on site or in workplace or at a venue arranged/ paid for by client	4.5 Hours (3.5 hour session + 1 hour follow-up)	£1,245
			1. Face to Face on site or in workplace or at a venue arranged/ paid for by client	8 Hours (7 hour session + 1 hour follow-up)	£1,595
The art of delegation - how to empower and motivate your team	Pro-Development (UK) Limited	This one day practical workshop provides a range of tools and templates to support delegating tasks effectively, challenging you to let go and to ensure delegation is a key development tool to motivate, empower and develop the team.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Creating High Performing Workplaces	Pro-Development (UK) Limited	Series of up to 12 x 2 hr bespoke leadership skills workshops to develop managers/leaders in your business. - Topics can be selected from a range of areas:- leading in our business, our vision, values and culture, managing stress/pressure, emotional intelligence, reacting to change, leading a virtual team, wellbeing, building confidence and assertiveness, communication, teamwork, honest conversations, delegation, managing conflict, high performing teams.	1. Face to Face in workplace 2. Online	2 Hours	£500 (Cost quoted is for a 2 hour session. Minimum of 6 sessions)



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Leadership & Management: The Secrets of Sponsorship & Stakeholder Management on Change Programmes	Scaffold Coaching	Experienced senior leaders in organisations can be ill-prepared and ill-equipped to effectively Sponsor and manage the large value Change Programmes. This webinar will explore the role of the Sponsor on Change Programmes and, crucially, how this differs from the Programme Manager role. It will demonstrate the importance of skilful stakeholder management on programmes and equip Sponsors and project players with powerful stakeholder management strategies. What we will cover: <ul style="list-style-type: none"> • Why Sponsorship? • The role of the Sponsor • How to identify your stakeholders? • Managing your stakeholders in a systematic way • Running an effective Change Steering Group • "Can you Handle the Truth?" – calling the big decisions • An introduction to the Sponsor Diagnostic (Equivalent Level 5) 	1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
Leadership & Management: An Introduction to Coaching in Leadership & Management	Scaffold Coaching	This session provides a gentle and general introduction into the benefits of coaching in the workplace, from problem solving to decision making, improving team performance and better working relationships. We recommend this session is done face to face where possible to allow for team building and team rapport to emerge during the practical. What we will cover: <ul style="list-style-type: none"> • What coaching is? • Difference between Coaching, Mentoring, Managing & Therapy • GROW Model • Stokers Model • Coaching conversations for better team working (Equivalent Level 5) 	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
Leadership & Management: Understanding your Leadership / Management Style and impact on your teams	Scaffold Coaching	The webinar will be fully interactive, participants exploring the DiSC® profile and the different styles. It will also prepare the participants for analysis of their profile results, to be carried out by the coach via a 1-2-1 session. For Info: The DiSC® profile is a non-judgemental tool used for the discussion of people's behavioural differences. A detailed report is based around the following four behaviours: Dominance; Influence; Steadiness; Conscientiousness. DiSC® Profiles can help an individual and their team to: <ul style="list-style-type: none"> • Increase their self-knowledge: response to conflict, what motivates and stresses them, how they solve problems • Improve working relationships by recognising the communication needs of team members • Facilitate better teamwork & minimise team conflict • Become more effective leaders NB. Additional costs will apply for Profile Questionnaires, Reports and a 1-2-1 Profile Analysis session. Workplace Reports: £47.80 (+ VAT) Management Reports £76.50 (+ VAT) individual debrief session: £295 (Equivalent Level 5)	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795



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Introduction to leadership and management	University of York	This course focuses on self-awareness and understanding, the cornerstone of successful leadership. Emotional intelligence, and the concept of behavioural agility. Simple but significant communication and interaction skills. The key leadership concepts including the concept of marginal gains. Delegates will gain an understanding of their own behaviours at work and so start the process of focusing and excelling accordingly. Delegates will also broaden their understanding of how others operate at work, and gain insight into how to drive high performance within their teams.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Bespoke Leadership and Management Training	Wakefield College	Bespoke training package covering various aspects of Leadership and Management as required by the SME. Suitable for junior, middle or senior management depending on requirement. The aim of this programme is to address specific issues, challenges or barriers that the SME may be facing. Covers elements such as: Performance Management; Change; Communication; Risk, Managing Conflict; Workforce Planning; Project Planning; Principles of Marketing; Financial Management; Resourcing and Budgets; Equality, Diversity and Inclusion; Creating and Delivering Operational Plans; Quality and Continuous Improvement; Managing Customer Experience etc.	1. Face to Face in centre or workplace 2. Online 3. Combination of above	Various as required by the SME - min. of 6 hours	£200 per person, per day (6 hrs) Or £140 per person, per day (6 hrs) (min. 2 people) Or £360 group rate, per day (6 hrs) (up to 12 people)



MANAGEMENT DEVELOPMENT

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Management Consultancy workshop	Action Training (ATL) Limited	A one day workshop to explore and carry out a business skills analysis with the management team to identify the training and individual needs of the leadership team.	1. Face to Face	7 Hours	£450
Leadership & Management training course	Action Training (ATL) Limited	1-day leadership and management training course	1. Face to Face 2. Online	7 Hours	£450
Managing Teams Leadership training course	Action Training (ATL) Limited	1-day leadership and management training course in Managing Teams Leadership	1. Face to Face 2. Online	7 Hours	£450
Performance Management Practices Leadership training course	Action Training (ATL) Limited	Design and delivery of the 1-day leadership and management training course	1. Face to Face 2. Online	7 Hours	£450
Effective Delegation	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Introduction to Emotional Intelligence	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	6 Hours	£65
Leadership Skills	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Managing Meetings	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Objective Setting	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Presentation Skills	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Principles of Communication	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Project Management	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Stress Management	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Time Management	Action Training (ATL) Limited	Management online course - eLearning management & leadership course	1. eLearning / Online	5 Hours	£40



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Bespoke Leadership and Management Training	Azure Consulting Limited	Leadership and management on a range of topics in the form of individual sessions or a combined package. Topics could include but are not limited to: <ul style="list-style-type: none"> • What great leadership means • Change management • Making presentations • Personal effectiveness and managing yourself • Building teams • Motivating and empowering others • Coaching and mentoring • Recruitment and selection • Interviewing others • Training and onboarding • Leading remotely • Cultivating a growth mindset in your teams • Influencing and negotiating (option to accredit programmes with ILM) 	1. Face to Face 2. Online 3. Self-directed learning	Dependent on provision required	£1,000 per facilitator per full working day of facilitation (plus design and materials cost)
Skills to Lead - Leadership & Management Development - Foundation	Brook Corporate Developments Limited	Developing the skill-set of middle managers; the role they play in the wider organisation - their role in supporting the SLT and general workforce; how to understand their teams and the different styles of working; coaching on how to get the best out of individuals; management planning (SWOT, PEST)	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Skills to Lead - Leadership & Management Development - Intermediate	Brook Corporate Developments Limited	Developing the skill-set of middle managers; the role they play in the wider organisation - their role in supporting the SLT and general workforce; how to understand their teams and the different styles of working; coaching on how to get the best out of individuals; management planning (SWOT, PEST)	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Skills to Lead - Leadership & Management Development - Higher	Brook Corporate Developments Limited	Developing the skill-set of middle managers; the role they play in the wider organisation - their role in supporting the SLT and general workforce; how to understand their teams and the different styles of working; coaching on how to get the best out of individuals; management planning (SWOT, PEST)	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Managing Self, Managing People and Managing Tasks	BSA Training	3 Days. Modules include - Managing Self, Managing People and Managing Tasks.	1. Face to Face in workplace	18 Hours	£750 (Costs are per person. Min of 5 people)
			1. Online	18 Hours	£675 (Costs are per person. Min of 5 people)
Emotional Intelligence	BSA Training	1 day including topics on self awareness, self management, empathy, motivation and social skills.	1. Face to Face in workplace	6 Hours	£300 (Costs are per person. Min of 5 people)



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Feedback Skills	CDI Alliance Ltd	Delivering and receiving feedback are core skills to enable development and growth of others. We review core feedback models and techniques to enable effective feedback, the barriers to giving and receiving feedback and ways to overcome these. We will explore techniques to actively listen to understand rather than listen with the intent to reply. We will review how to spot signs of concern or disengagement and how to unravel them through questioning to open up conversations and to enable effective feedback.	1. Online	1.5 Hours (1 x 90 minute session)	£350
Time Management skills	CDI Alliance Ltd	We review techniques, tools and practical skills to support the management of your time to feel more in control and on top of tasks and the juggle of workloads. We review time stealers and how to combat time stealers and we review established models and techniques that help organisation and prioritisation and avoid procrastination.	1. Online	1.5 Hours (1 x 90 minute session)	£350
Developing Resilience and motivation in your teams and business	CDI Alliance Ltd	Developing resilience and motivation in our teams is important for performance, well-being and productivity. We share core techniques and structures to identify if team / individual resilience and motivation are dropping. We share techniques to enhance resilience and motivation as a team and also at individual level. We share current research, case studies and practical ideas that will help drive motivation and resilience in others.	1. Online	3 Hours (2 x 90 minute sessions)	£700
Presentation Skills	Client Marketing Limited	This course will help you present with confidence in different settings and will help you understand how audiences can be engaged and enable you to develop a presentation that achieves your aims.	1. Face to Face 2. Online	7 Hours	£490
			1. Webinar	1.5 Hours	£150
In-House Presentation Skills	DMM Training and Development Limited	Delegates will be able to confidently present to a group at the end of the day. Videoed 3 times throughout the day, with one to one feedback after each 'talk' to review areas for development. Practical tips and techniques shared and raised understanding of key areas of communication WORDS / TONE / BODY LANGUAGE. Processes to follow when writing a presentation i.e. what to include and what not to include. How to present effectively with and without notes and PowerPoint.	1. Face to Face (Group Based Learning on site or a venue of the client choosing)	7 Hours	£2,500 (Maximum 8 delegates)
Project management introduction	Global Partnership Europe Ltd	Project management introduction	1. Online	2 Hours	£35
Principles of Performance Management	Global Partnership Europe Ltd	The principles of performance management	1. Online	2 Hours	£35



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Stepping-up to Management: The Principles	Jane Fisher Associates Ltd	This SME bespoke introductory session provides opportunities to explore the key principles of management and the roles of a manager.	1. Online (webinar)	3 Hours (2 hour webinar + 1 hour follow-up)	£795
		Designed around the needs of the SME, content may include: differences between Leadership and Management; management styles and their effective application; personal branding; personal authority; behavioural styles and their impact (see also DiSC profiling option); situational leadership; building relationships and trust.	1. Online (webinar)	4 Hours (3 hour webinar + 1 hour follow-up)	£1,095
		Includes: • 2 facilitators to enhance online delivery • Pre-delivery: liaison with SME client to identify challenges to customise masterclass content • End of session: Q/A session, participant Action Plan & follow-up activities • Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress	1. Face to Face on site or in workplace or at a venue arranged/paid for by client	4.5 Hours (3.5 hour session + 1 hour follow-up)	£1,245
			1. Face to Face on site or in workplace or at a venue arranged/paid for by client	8 Hours (7 hour session + 1 hour follow-up)	£1,595
Stepping-up to Management: Managing People and Teams	Jane Fisher Associates Ltd	This SME bespoke masterclass delves into the skills, approaches and techniques that can be used to effectively manage people and teams.	1. Online (webinar)	3 Hours (2 hour webinar + 1 hour follow-up)	£795
		Designed around the needs of the SME, content may include: motivating others; the coaching approach; managing challenging behaviours; delegation; conflict resolution; decision making; team development; team roles; team goals & objectives; role as a team leader; active listening; developing empathy; creating clear communication channels; building trust and culture; increase participation and team engagement; team wellbeing strategies ; behaviours and attitudes of staff; Virtual team management Includes: • 2 facilitators to enhance online delivery • Pre-delivery: liaison with SME client to identify challenges to customise masterclass content • End of session: Q/A session, participant Action Plan & follow-up activities • Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress	1. Online (webinar)	4 Hours (3 hour webinar + 1 hour follow-up)	£1,095



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Stepping-up to Management: Managing Professional Effectiveness	Jane Fisher Associates Ltd	This SME bespoke masterclass examines some of the key communication and organisational requirements of an effective manager.	1. Online (webinar)	3 Hours (2 hour webinar + 1 hour follow-up)	£795
		Designed around the needs of the SME, content may include: the art of communication; engaging others; presenting to different audiences; planning & target setting; time management; managing meetings; managing emails	1. Online (webinar)	4 Hours (3 hour webinar + 1 hour follow-up)	£1,095
		Includes: • 2 facilitators to enhance online delivery • Pre-delivery: liaison with SME client to identify challenges to customise masterclass content • End of session: Q/A session, participant Action Plan & follow-up activities	1. Face to Face on site or in workplace or at a venue arranged/paid for by client	4.5 Hours (3.5 hour session + 1 hour follow-up)	£1,245
		• Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress	1. Face to Face on site or in workplace or at a venue arranged/paid for by client	8 Hours (7 hour session + 1 hour follow-up)	£1,595
Improve your Time Management and Planning skills	Pro-Development (UK) Limited	This one day skills workshop will help strip out waste activities, enhance planning, prioritisation and time management techniques to deliver against commitments, and meet the deadlines agreed with colleagues and clients.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Communicating with Impact and Confidence	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to improve personal impact and your personal communication style. Attendees will apply techniques to communicate with greater impact exploring skilled questioning, focused listening and the confidence to choose the right style to help voice your views.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Holding Honest Conversations	Pro-Development (UK) Limited	This practical one day skills workshop will provide the essential skills and knowledge to approach honest conversations in a confident and structured way.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Building relationships and influencing others	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to build and maintain strong relationships in the workplace and with clients. It will help attendees to build rapport and understand the power of earning goodwill to build strong and lasting relationships.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Developing your Emotional Intelligence	Pro-Development (UK) Limited	This one day skills workshop provides an opportunity to define emotional intelligence, consider the impact of emotional intelligence in the workplace and begin to explore personal EI strengths and areas for development.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)



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Inspiring the best from others - People Fundamentals	Pro-Development (UK) Limited	A one day workshop to support managers in their role, enhancing confidence and building essential Manager skills. The course will provide a structure and toolkit to ensure that managers raise their self-awareness, get the best from their team and achieve positive results.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Coaching and mentoring skills	Pro-Development (UK) Limited	This one day workshop is designed to help individuals understand coaching and mentoring, how coaching and mentoring fits with effective management and to acquire practical techniques for use in every day work to motivate and influence people to be their best.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Managing Performance	Pro-Development (UK) Limited	This one day workshop will provide the essential skills and knowledge to manage and motivate other people to help them achieve their best. Attendees will explore how performance management supports the vision and goals and how to run supportive and successful 1:1s, appraisals and reviews.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Understanding and adapting Communication Styles	Pro-Development (UK) Limited	This interactive workshop helps to increase self-awareness to help participants to understand their own style and that of others to improve relationships. Using assessment tools will help you recognise how you respond in situations, describe the impact this has on others and identify strategies for improving communication.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£350 (Cost quoted is per person and includes all assessment tools and activities. Minimum of 6 people)
Leadership & Management: Influencing At All Levels	Scaffold Coaching	Line managers can often feel caught in the middle between the team they lead and the leadership team to which they are accountable. Being able to influence above and below can be a crucial skill in building a strong, related leadership style. This webinar provides leadership essentials relating to influencing skills.	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
		What we will cover <ul style="list-style-type: none"> Understanding different types of power and authority Identifying push and pull styles of influence Finding out and relating to people's 'why' and what matters most to them The importance of constructive challenge and openness to questions in influencing (Equivalent Level 5)	1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200



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Leadership & Management: Understanding your Leadership / Management Style and impact on your teams	Scaffold Coaching	<p>The webinar will be fully interactive, participants exploring the DiSC® profile and the different styles. It will also prepare the participants for analysis of their profile results, to be carried out by the coach via a 1-2-1 session.</p> <p>For Info: The DiSC® profile is a non-judgemental tool used for the discussion of people's behavioural differences. A detailed report is based around the following four behaviours: Dominance; Influence; Steadiness; Conscientiousness.</p> <p>DiSC® Profiles can help an individual and their team to:</p> <ul style="list-style-type: none"> • Increase their self-knowledge: response to conflict, what motivates and stresses them, how they solve problems • Improve working relationships by recognising the communication needs of team members • Facilitate better teamwork & minimise team conflict • Become more effective leaders <p>NB. Additional costs will apply for Profile Questionnaires, Reports and a 1-2-1 Profile Analysis session. Workplace Reports: £47.80 (+ VAT) Management Reports £76.50 (+ VAT) individual debrief session: £295 (Equivalent Level 5)</p>	1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
Negotiations	University of York	Whether it is with clients, business partners, managers, colleagues or team members, negotiation happens throughout business. This online course is designed to develop negotiation skills for people at any level of an organisation. Learn how to keep calm and understand a range of techniques ready to use in different circumstances.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Time Management and Delegation	University of York	A course focusing on applying the underpinning principles of lean and continuous improvement to significantly reduce time wastage. Consider the benefits of single tasking over multitasking. Applying the principles of intentionality to their working week. Enhance own ability to develop trust and delegate more effectively, using simple principles from applied psychology. Also helping to demonstrate the ability to work more efficiently, and at a higher standard by applying the principles taught during the workshop.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)



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Agile Management	University of York	Agile management provides a logical, dynamic and simple way to lead people and projects. Originally developed by leading edge software companies, the Agile approach has been identified as the most effective method of leading people and projects in today's complex and competitive environment (Stephen Denning – The Age of Agile). This pragmatic and application focussed online course designed for 'real world projects' will enable leaders and managers to apply a logical and effective methodology to how they work and approach projects.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Introduction to Coaching and Mentoring	University of York	Increasingly coaching is seen as a necessary management skill. Organisations adopting a coaching approach cite tangible business benefits including increased productivity, better morale & reduced absences. This online course has been designed to give managers at any level an insight into the benefits of the coaching approach and to introduce some of the core skills, behaviours, tools and techniques required to be an effective workplace coach.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Everyday Innovation for Managers	University of York	This online course will combine presentation of Creativity and Innovation techniques with interactive, hands-on application of those techniques in a context that is directly relevant to business. The course provides delegates with tools, techniques and knowledge that they will be able to use in their own roles to generate commercial benefits for the business through winning work and building client relationships.	1. Online	8 hours live tutor lead course (plus coaching)	£650 (Minimum number of delegates: 10)
			1. Face to Face	2 days (plus coaching)	£650 (Minimum number of delegates: 8)
Personal Style and Impact	University of York	A highly reflective and consultative online session that will encourage participants to reflect on their own values and behaviours, and the alignment with those of the organisation they work for. We will introduce the concept of Authenticity; understanding your own values and leading through these. Participants will explore psychology research in the fields of Emotional Intelligence, leadership and communication, and in a coaching conversation identify how to enhance their approach and impact.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Remote Collaboration	University of York	This session provides team members with the self-awareness and skills needed to collaborate with team members and people from other business functions remotely. The session includes: The difference between co-operation and collaboration. Why collaboration matters – the multiplier effect on performance. How to build successful collaborative relationships in an online environment. The principles of successful collaboration. What to do when collaboration gets tough, why it's more important than ever to keep collaborating through it and how to do it.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£275 (Minimum number of delegates: 8)



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Making the transition from Friend to Supervisor	BSA Training	4 Days including following modules - Understanding the role, changing mindset and perspective shift, Leading with authority, coaching and motivating.	1. Face to Face in workplace	24 Hours	£1,000 (Costs are per person. Min of 5 people)
			1. Online	24 Hours	£900 (Costs are per person. Min of 5 people)
People Management Skills for new Managers / Team Leaders / Supervisors	CDI Alliance Ltd	Stepping into management is exciting and can be daunting. We review the 6 pillars of management and techniques to create structure, accountability, strategy, delegation, feedback skills, team meeting best practice and 1-2-1 best practice, techniques to create motivation and team cohesion. We look at the pitfalls and barriers of people management and how to overcome these and build your own development as a people manager.	1. Online	6 Hours (3 x 120 minute sessions)	£1,410
Coaching Skills for new Managers	CDI Alliance Ltd	Coaching and developing others are key as part of a people manager role. We review directive and non directive coaching models and techniques to support the development of others. We review quick win coaching techniques and how to create a development plan for team members.	1. Online	3 Hours (2 x 90 minute sessions)	£700
Management & Leadership In-House Bespoke Training Development Programme	DMM Training and Development Limited	Pre-Programme Everything DiSC Management Profiling completed by delegates on-line and then a group feedback session of 3 hours. Then the training programme structured around the 5 Behaviours of a Cohesive Team, incorporating the above mentioned modules with the reporting and accountability on practical Implementation at work. Sessions include activities and exercises as well as group based business discussions. Dependent on the business, additional modules around innovation, cost savings, process changes would be included. Run fortnightly or monthly, dependent on the needs of the client. Aimed at Managers, either newly appointed or in post. Group size between 6 and 14 delegates.	1. Face to Face (Group Based Learning on site or a venue of the client choosing)	40 Hours	£1,650
Leadership & Management: Stepping Up To Management	Scaffold Coaching	Aimed at newly appointed managers with limited previous people management experience or training, this webinar helps individuals to make an effective transition into their management role. It is also suitable as a refresher course for established managers considering the overarching fundamentals required to lead, motivate and manage others. This course is pitched at a level before 'Introduction to Leadership'	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
		What we will cover <ul style="list-style-type: none">• Differences between Leadership and Management• The roles of a manager• Management styles and their effective application• Personal branding• Personal authority• Situational leadership• Building relationships and trust• Behavioural styles and their impact (see also DiSC profiling option) (Equivalent Level 5)			



PRESENTATION SKILLS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Presentation skills - The Power of You	University of York	Presentation skills course run by professional RADA trained actor-facilitators. This course focuses on communication skills and finding the very best version of yourself when presenting. You will learn practical tools and develop your awareness of body language, vocal energy and mental script and learn experientially strong, practical alternatives.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£275 (Minimum number of delegates: 8)
Presentation Skills	University of York	This practical course will improve participants' public speaking skills and knowledge. The training includes effective presentation techniques to enable delegates to present professionally and confidently, as well as engage well with the audience.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)



QUALIFICATIONS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
ILM Award in leadership & Team Leading - Level 2 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8000-11 - Leadership and Management Skill - Leading a team, developing as a leader. Includes Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling.	1. Face to Face 2. Online	30 Hours	£495
ILM Certificate in Leadership & Team Skills - Level 2 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8000-21 - Leadership and management covering up to 8 units covering leadership and management knowledge and skills. Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling. (units selected from TNA). This option includes leadership coaching and consulting	1. Face to Face 2. Online	130 Hours	£895
ILM - Unit only for Leadership & Team Skills - Level 2 (Option available if needed)	Action Training (ATL) Limited	8000-21 - unit only selection from the ILM Level 2 qualification list	1. Face to Face 2. Online	10 Hours	£295
ILM Award in leadership & Management - Level 3 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8600-11 - Leadership and Management Skill - Understanding leadership, Develop self & Others. Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling. This option includes leadership coaching and consulting	1. Face to Face 2. Online	40 Hours	£695
ILM Certificate in leadership & Management - Level 3 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8600-21 - Leadership and Management Skill - up to 8 units covering leadership and management knowledge and skills. Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling. (units selected from TNA)	1. Face to Face 2. Online	130 Hours	£1,295
ILM - Unit only for Leadership & Management - Level 3 (option available if needed)	Action Training (ATL) Limited	8600-21 - unit only selection from the ILM Level 3 qualification list	1. Face to Face 2. Online	15 Hours	£295
ILM Award in leadership & Management - Level 5 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8607-11 - Leadership and Management Skill - 2 to 3 specific training units, covering management training needs for knowledge and skill. Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling. (units selected from TNA)	1. Face to Face 2. Online	60 Hours	£1,095
ILM Certificate in leadership & Management - Level 5 - includes Consulting & Coaching for full course	Action Training (ATL) Limited	8607-21 - Leadership and Management Skill - up to 8 units covering leadership and management knowledge and skills. Enrolment, skills scan analysis, Training and development courses for the units, assessment and feedback to delegates, IQA sampling. (units selected from TNA)	1. Face to Face 2. Online	130 Hours	£1,695
ILM Unit only for Leadership & Management - Level 5 (option available if needed)	Action Training (ATL) Limited	8607-21 - unit only selection from the ILM Level 5 qualification list	1. Face to Face 2. Online	20 Hours	£450



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
ILM Level 5 Certificate in Leadership and Management	Azure Consulting Limited	Consists of three ILM units: - Becoming an Effective Leader (5 credits) - Managing for Efficiency and Effectiveness (4 credits) - Managing Individual Development (4 credits) (minimum group size of 6)"	1. Face to Face 2. Online 3. Self-directed learning	Minimum of 37 guided learning hours	£2,095
Level 3 Certificate in Business, Innovation and growth	Enterprise Made Simple Ltd	Looking at building an awareness of growth techniques and planning the growth journey of a small business	1. Face to Face 2. Online 3. Combination of above	80 Hours	£724
Level 3 Certificate in Design Thinking for Innovation and Change	Enterprise Made Simple Ltd	Using design thinking as the tool to innovate around existing products and services to increase sales and add to growth and sustainability	1. Face to Face 2. Online 3. Combination of above	60 hours	£724
Level 3 Certificate in Digital Business Model Development	Enterprise Made Simple Ltd	Looking at aspects of current businesses that can be digitised to include automation and data management	1. Face to Face 2. Online 3. Combination of above	70 hours	£724
Level 3 Certificate in implementing a design thinking challenge	Enterprise Made Simple Ltd	Using rapid prototyping to build a response to business growth challenges and planned outcomes	1. Face to Face 2. Online 3. Combination of above	70 hours	£724
Level 2 Certificate in Understanding business improvement techniques	Enterprise Made Simple Ltd	Working through the understanding around business improvement techniques and the theory behind them	1. Face to Face 2. Online 3. Combination of above	80 Hours	£941
Level 3 in Lean organisation techniques in business	Enterprise Made Simple Ltd	Understanding and developing Lean business techniques to compete in the larger target markets	1. Face to Face 2. Online 3. Combination of above	30 Hours	£195
Level 2 Certificate in Lean organisation management techniques	Global Partnership Europe Ltd	Certificate in Lean organisation management techniques	1. Face to Face in centre or workplace	90 Hours	£1,490
Level 2 Certificate in team leading principles	Global Partnership Europe Ltd	Certificate in team leading principles	1. Face to Face in centre or workplace	55 Hours	£300
Level 3 in understanding mental health in workplace for managers	Global Partnership Europe Ltd	Understanding mental health in workplace for managers	1. Face to Face in centre or workplace 2. Online	10 Hours	£250
Level 1 Functional Skills in English	Global Partnership Europe Ltd	Level 1 Functional Skills in English	1. Face to Face in centre or workplace	55 Hours	£300



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost <small>[Excl. VAT]</small>
Level 2 Functional Skills in English	Global Partnership Europe Ltd	Level 2 Functional Skills in English	1. Face to Face in centre or workplace	55 Hours	£300
Level 1 Functional Skills in Mathematics	Global Partnership Europe Ltd	Level 1 Functional Skills in Mathematics	2. Face to Face in centre or workplace	55 Hours	£300
Level 2 Functional Skills in Mathematics	Global Partnership Europe Ltd	Level 2 Functional Skills in Mathematics	3. Face to Face in centre or workplace	55 Hours	£300
Level 3 in Leadership Management (Manager)	Greatest Expectations Limited	Diploma for Managers	1. Face to Face 2. Online	210 Hours	£1,265
Level 3 in Leadership Management (Managing Managers)	Greatest Expectations Limited	Diploma in Management	1. Face to Face 2. Online	260 Hours	£2,573
Level 5 in Leadership Management (Senior Managers)	Greatest Expectations Limited	Diploma in Management and Leadership	1. Face to Face 2. Online	200 Hours	£1,200
Level 3 Diploma in Management	Pure Training Solutions Limited	Diploma in Management	1. Face to Face in centre or workplace 2. Blended Face to Face and online	250 Hours	£2,250
Level 4 Diploma in Management	Pure Training Solutions Limited	Diploma in Management	1. Face to Face in centre or workplace 2. Blended Face to Face and online	214 Hours	£2,573
Level 3 Diploma in Hospitality Supervision and Leadership	Pure Training Solutions Limited	Diploma in Hospitality Supervision and Leadership	1. Face to Face in centre or workplace 2. Blended Face to Face and online	206 Hours	£1,750
Level 1 Functional Skills in English	Source Solutions UK (Hull) Limited	Level 1 Functional Skills in English	1. Face to Face 2. Online	60 Hours	£724
Level 1 Functional Skills in Maths	Source Solutions UK (Hull) Limited	Level 1 Functional Skills in Maths	1. Face to Face 2. Online	60 Hours	£724



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
CMI Management Development Programme - Level 5 Award	University of York	The Management Development Programme is a in-depth, high impact, tutor lead programme, that gives delegates access to 18 hours of live training, extensive asynchronous sessions as well as access to tutor support and guidance. This qualification is designed for practising middle managers and leaders at operations, division, departmental or specialist level, who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver the aims and objectives in line with the organisational strategy. Example Modules include: The Future Manager, Building Teams, Leadership Style and Impact, Change Management. Wellbeing and Resilience. This course is mapped to CMI unit 501.	1. Online	18 Guided Learning Hours. 40 Total Qualification hours	£1,000 (Minimum number of delegates: 10)
			1. Face to Face (with online support materials)	18 Guided Learning Hours. 40 Total Qualification hours	£1,400 (Minimum number of delegates: 8)
CMI New Managers Programme - Level 3 Award	University of York	The New Managers Programme is an in-depth, high impact tutor lead programme, that gives delegates access to 14 hours of live training, extensive asynchronous sessions as well as access to tutor support and guidance. This qualification aimed at practising or aspiring managers who supervise or manage a team, or project officer and shift manager to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role. Example modules include Developing and Managing Teams, Management Toolkit and Management Style. This course is mapped to CMI unit 301	1. Online	14 Guided Learning Hours. 40 Total Qualification hours.	£700 (Minimum number of delegates: 10)
			1. Face to Face (with online support materials)	14 Guided Learning Hours. 40 Total Qualification hours.	£900 (Minimum number of delegates: 8)
CMI Coaching and Mentoring for Managers - Level 5 Award	University of York	The Coaching and Mentoring Programme is an in-depth, high impact tutor lead programme, that gives access to 18 hours of live training, extensive, asynchronous sessions, as well as tutor support and guidance. In addition this course allows for the delegate to have a series of practice coaching sessions. The qualification in Management Coaching and Mentoring is designed for practising middle managers and those aspiring to senior management to develop management coaching and mentoring skills, helping you to identify the links between management coaching, mentoring and achieving business goals. This course is mapped to CMI unit 600.	1. Online	40 Guided Learning Hours. 60 Total Qualification Hours	£1,100 (Minimum number of delegates: 10)
			1. Face to Face (with online support materials)	40 Guided Learning Hours. 60 Total Qualification Hours	£1,500 (Minimum number of delegates: 8)
CIPD Level 5 Associate Diploma in People Management	Wakefield College	This qualification provides practical, relevant skills and knowledge for those wishing to develop their career in HR management and development. It is suited for individuals who are already working in the field of HR management and development and need to develop their knowledge and skills, have responsibility for implementing HR policies and strategies and/or need to understand the role of HR in the wider organisational and environmental context. The course covers the following main topics: Developing Professional Practice; Business Issues and the Contexts of Human Resources; Using Information in Human Resources; Employee Engagement; Resourcing and Talent Planning; Improving Organisation Performance	1. Distance learning - virtual classroom via MS Teams on Thursdays 1:15pm-6:45pm. Set intake January 2022.	370 Hours	£1,925



QUALIFICATIONS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
CMI Level 3 Award in Principles of Management and Leadership	Wakefield College	This qualification is designed to develop the management skills and knowledge of team leaders and first line managers (or those aspiring to be) whatever their industry or organisational type. Employers are able to select their own pathway according to their strategic objectives. Covers topics such as: Managing a Team; Managing Budgets and Resources; Responding to Conflict; Communication; Managing Data etc.	1. Distance learning - virtual classroom via MS Teams on Tuesdays 10am-1pm. Starts throughout the year (approx. monthly). First start date 21st September 2021	40 Hours	£250 per person
CMI Level 3 Certificate in Principles of Management and Leadership	Wakefield College	This qualification is designed to develop the management skills and knowledge of team leaders and first line managers (or those aspiring to be) whatever their industry or organisational type. Employers are able to select their own pathway according to their strategic objectives. Covers topics such as: Managing a Team; Managing Budgets and Resources; Responding to Conflict; Communication; Managing Data etc.	1. Distance learning - virtual classroom via MS Teams on Tuesdays 10am-1pm. Starts throughout the year (approx. monthly). First start date 21st September 2021	121 Hours	£500 per person
CMI Level 5 Award in Management and Leadership	Wakefield College	This qualification is designed to develop the management skills and knowledge of junior or middle managers (or those aspiring to be) whatever their industry or organisational type. Employers are able to select their own pathway according to their strategic objectives. Covers topics such as: Performance Management; Managing Equality, Diversity and Inclusion; Managing Stakeholder Relationships; Managing Change; Managing Risk; Principles of Innovation; Managing Finance; Conducting a Management Project etc.	1. Distance learning - virtual classroom via MS Teams on Wednesdays 10am-1pm. Starts throughout the year (approx. monthly). First start date 15th September 2021	40 Hours	£321 per person
CMI Level 5 Certificate in Management and Leadership	Wakefield College	This qualification is designed to develop the management skills and knowledge of junior or middle managers (or those aspiring to be) whatever their industry or organisational type. Employers are able to select their own pathway according to their strategic objectives. Covers topics such as: Performance Management; Managing Equality, Diversity and Inclusion; Managing Stakeholder Relationships; Managing Change; Managing Risk; Principles of Innovation; Managing Finance; Conducting a Management Project etc.	1. Distance learning - virtual classroom via MS Teams on Wednesdays 10am-1pm. Starts throughout the year (approx. monthly). First start date 15th September 2021	130 Hours	£642 per person



RESILIENCE

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Business Resilience Leadership training course	Action Training (ATL) Limited	1-day leadership and management training course in Business Resilience Leadership	1. Face to Face 2. Online	7 Hours	£450
Business Resilience Coaching / Consultancy	BSA Training	Bespoke session based on the needs and wants of the Manager. Development of an action plan for next steps.	1. Face to Face 2. Online	12 Hours (4 x 0.5 Days)	£1,600 (Costs are per person. Min of 1 Person.)
Business Resilience	CDI Alliance Ltd	Initial Review identifying key areas of cost and profitability	1. Face to Face 2. Online	3 Hours (2 x 90-minute sessions)	£700
Business Resilience	CDI Alliance Ltd	Action the keys avenues to explore around costs and sales	1. Face to Face 2. Online	9 Hours (multiples of 90-minute sessions)	£2,100
Improving Wellbeing and Resilience	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to increase your sense of wellbeing, enabling you to be more resilient at work, avoiding making judgement and reacting in way that increases stress and negative emotion and behaviours.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Resilience	University of York	Change is now part of everyday life, and can create a feeling of uncertainty potentially increasing pressure and stresses both in and out of the workplace. How individuals view and manage this will impact on both their performance and wellbeing. The good news is that resilience can be learnt and developed. This highly interactive and experiential online workshop looks at the current idea of individual resilience and its application. What are the factors that create resilience and how does each of these relate to the participant. Through a series of activities, supported by theory, the workshop will deliver practical steps to understanding and building your own individual resilience.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)



SALES / MARKETING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Business to Business Selling - Foundation	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2B sales cycle.	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Business to Business Selling - Intermediate	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2B sales cycle.	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Business to Business Selling - Higher	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2B sales cycle.	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Business to Consumer Selling - Foundation	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2C sales cycle.	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Business to Consumer Selling - Intermediate	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2C sales cycle.	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Business to Consumer Selling - Higher	Brook Corporate Developments Limited	Establishing a successful sales strategy and what this looks like. Improving individual skills to increase the performance of a sales team to drive growth. 4 areas of sales (Goals, Process, Communication & Relationships) Focus on B2C sales cycle.	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Consultancy - Increasing Sales	Brook Corporate Developments Limited	Providing consultancy support to internal and external sales teams to improve sales strategy, process, performance and volumes to drive business growth. This is successfully achieved by embedding key competency skills with identified sales personnel, studying target markets and embedding a strategic mindset. We aim to create a vibrant sales department embedded with commercial strategy and drive sales in the right direction. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to Face in centre or workplace 2. Online	7 Hours (1 day)	£600
Consultative Selling and Key Account Management	BSA Training	Understanding self and developing resilience, Getting Information, Giving Information, Getting Commitment, Account Management and Customer Care.	1. Face to Face in workplace	24 Hours	£1,000 (Costs are per person. Min of 5 people)
			1. Online	24 Hours	£900 (Costs are per person. Min of 5 people)



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Winning new business and managing customer relationship	BSA Training	Modules include - Understanding the your business, marketplace and customers. Managing a sales call and video conference meeting. The Emotional Intelligence sales person.	1. Face to Face in workplace	18 Hours (3 Days)	£750 (Costs are per person. Min of 5 people)
			1. Online	18 Hours (4 x 0.5 Days)	£675 (Costs are per person. Min of 5 people)
New product / market Coaching / Consultancy	BSA Training	Bespoke session based on the needs and wants of the Manager. Development of an action plan for next steps.	1. Face to Face 2. Online	12 Hours	£1,600 (Costs are per person. Min of 1 person)
Building new markets from identification of target market to strategy to results	CDI Alliance Ltd	Successful sales encompasses a strong target market and strong sales strategy to create clear vision, goals and importantly an action plan to get there. We share a proven sales strategy model that supports you to identify target sales markets and enables a clear plan to gain the results that you want. We provide techniques to continue to research your market and be in the 'centre' of your market to build your sales and brand effectively. We apply these models and techniques across the sessions for you to begin to create your sales strategy and target markets by the end of the sessions.	1. Online	4.5 Hours (3 x 90 minute sessions)	£1,050
Leading Sales People and Building Sales Growth	CDI Alliance Ltd	We share proven sales management techniques to lead sales people effectively and build sales growth. We review best practice techniques around sales team meetings, goal setting, performance management, motivation and coaching, 1-2-1 development and growth. We share techniques to drive confidence and courage in sales teams and team and individual motivational techniques.	1. Online	3 Hours (2 x 90 minute sessions)	£700
Organisational branding, culture and values	CDI Alliance Ltd	Initial Review identifying key areas of development Exploring internal & external organisational values & culture based on market definition.	1. Face to Face 2. Online	3 Hours (2 x 90 minute sessions)	£700
Organisational branding, culture and values	CDI Alliance Ltd	Action the keys areas requiring development - This will be specified according to the Needs Analysis of initial review	1. Face to Face 2. Online	9 Hours (multiples of 90-minute sessions)	£2,100
Integrating your Sales and Marketing strategy as part of your business objectives	CDI Alliance Ltd	Initial Review identifying key areas of development using SWOT & PEST	1. Face to Face 2. Online	3 Hours (2 x 90 minute sessions)	£700
Sales strategy	CDI Alliance Ltd	Development of a Sales Strategy Document 1. Internal Sales Team Structure 2. Sales Process - Reports & Pipeline 3. External Sales Team Structure 4. New Client Engagement & Business Generation 5. Developing a Sales Plan	1. Face to Face 2. Online	9 Hours (multiples of 90 minute sessions)	£2,100



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Marketing strategy	CDI Alliance Ltd	Development of a Marketing Strategy Document 1. Overall Marketing Objective vs current situation 2. Target Audience(s) - Persona Development 3. Competition Analysis - development & validation of USP 4. Marketing Messages 5. Tactics / development of a Marketing plan	1. Face to Face 2. Online	9 Hours (multiples of 90-minute sessions)	£2,100
Sales Management	Client Marketing Limited	How to manage sales teams remotely	1. Face to Face 2. Online	7 Hours	£490
Sales Strategy	Client Marketing Limited	How to create a dynamic & coherent sales strategy	1. Face to Face 2. Online	7 Hours	£490
Sales Management	Client Marketing Limited	How to manage sales teams remotely	1. Webinar	1.5 Hours	£150
Online Sales	Client Marketing Limited	How to start on an online business	1. Webinar	1.5 Hours	£150
Sales / Business Development	University of York	Using creative communication and negotiation skills delegates will develop their own tool kit of tips and techniques to help become more effective sales professionals. This course is suitable for: Newly established sales people who must understand the sales process and need to apply themselves in the field to achieve immediate results. Non-sales people, managers and directors who may work alongside teams of sales people and who need to interface with them to maximise overall business success	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)
Strategic Marketing	University of York	A digital marketing strategy masterclass providing an overview of all the main digital channels and social media platforms, explaining how to use them and exploring which ones are best to reach different target audiences. You will learn and implement practical skills tailored to your business.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day face to face	£225 (Minimum number of delegates: 8)



STRATEGY & PLANNING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Succession Planning Leadership training course	Action Training (ATL) Limited	Design and delivery of the 1-day leadership and management training course	1. Face to Face 2. Online	7 Hours	£450
Strategic Planning & Implementation - Foundation	Brook Corporate Developments Limited	Review current position of the business - performance/ gaps; look at business goals - short/medium/long term; consider options; develop a strategic action plan to deliver growth; implementation; roll out & review	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Strategic Planning & Implementation - Intermediate	Brook Corporate Developments Limited	Review current position of the business - performance/ gaps; look at business goals - short/medium/long term; consider options; develop a strategic action plan to deliver growth; implementation; roll out & review	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Strategic Planning & Implementation - Higher	Brook Corporate Developments Limited	Review current position of the business - performance/ gaps; look at business goals - short/medium/long term; consider options; develop a strategic action plan to deliver growth; implementation; roll out & review	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Consultancy - Strategic Development	Brook Corporate Developments Limited	How to develop a strategic plan that will assist with the scale-up of the business; look at short to medium term goals; recruitment and development of staff to enable growth; succession planning; talent retention; review strategy and implement necessary changes to enable continued scale-up. Consultancy support is bespoke to need and multiple days can be booked depending on project size & client need.	1. Face to Face in centre or workplace 2. Online	7 Hours (1 day)	£600
Business Planning – dealing with the now, the future and beyond	BSA Training	2 Days to include following topics Mission, Vision, Business Values, Business Environment, Customers and markets, Product and services, Core competences, Critical resources, Stakeholders, Organisational structure.	1. Face to Face in workplace	12 Hours	£500 (Costs are per person. Min of 5 people)
Business and Succession Planning Coaching / Consultancy	BSA Training	4 x 0.5 Days. Bespoke session based on the needs and wants of the Manager. Development of an action plan for next steps.	1. Face to Face 2. Online	12 Hours	£1,600 (Costs are per person. Min of 1 person)
Business Continuity	CDI Alliance Ltd	Initial Review identifying key areas of risk within the business	1. Face to Face 2. Online	3 Hours (2 x 90 minute sessions)	£700
Business Continuity	CDI Alliance Ltd	Addressing the keys areas of risk requiring action	1. Face to Face 2. Online	9 Hours (multiples of 90 minute sessions)	£2,100
Succession planning	CDI Alliance Ltd	Initial Review identifying key areas including roles, responsibilities, career paths and exit strategies	1. Face to Face 2. Online	3 Hours (2 x 90 minute sessions)	£700
Succession planning	CDI Alliance Ltd	Identify Rising Stars and future managers. Develop a detailed plan for training and development, CPD, progression and flight risk . Create a career journey with timings.	1. Face to Face 2. Online	9 Hours (multiples of 90-minute sessions)	£2,100



STRATEGY & PLANNING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
21st Century Leadership: Delivering strategic change and innovation	Jane Fisher Associates Ltd	<p>Learn how effective strategies are really created, determine optimum change/innovation opportunities and apply appropriate change management tools</p> <p>The workshops considers/explores:</p> <ul style="list-style-type: none"> • What is change, what is innovation and what is strategy? • Why every employee should be involved in the strategic process? • Using classical strategic analysis, planning tools and models • Understand how entrepreneurial organisations really determine strategy • What's different and new in the digital information age? • What is meant by 'lean innovation' and 'design thinking' • Is there a successful process we can follow when implementing change and what methods can we employ? • How can we define organisational cultures and manage change accordingly? • What structural types are there and how do we design appropriate organisational structures and systems? <p>Includes: Pre-delivery: liaison with SME client to tailor content End of session: participant Action Plan & follow-up activities Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress</p>	1. Online (webinar)	8 Hours (2 x 3.5 hour sessions + 1 hour follow-up)	£1,595
			1. Face to Face on site or in workplace or at a venue arranged/paid for by client	8.5 Hours (7.5 hour session + 1 hour follow up)	£1,695
Bespoke Performance Management, Talent and Succession Management programme and consultancy	Pro-Development (UK) Limited	Consultancy, support and tools to design, develop and embed performance management, talent management and succession planning to support business growth including training for managers on the process.	1. Face to Face in workplace 2. Online	25 Hours	£2,300 (Cost quoted is per person. Minimum 2 people from the business)
Leadership & Management: Developing Strategic Thinking	Scaffold Coaching	<p>Words like strategy, strategic thinking and strategic leadership are buzzwords that many managers use in executive and team meetings, without truly understanding what it is. This webinar explores the role of strategic thinking at an individual, team and organisational level. And how leaders can uncover the skills, qualities & habits of successful strategic thinkers. While facilitating participants to plan their personal development.</p> <p>What we will cover</p> <ul style="list-style-type: none"> • Exploration of strategic thinking and its role in organisations today – especially in challenging times • How strategic thinking benefits you, your teams and the organisation • The qualities of strategic thinkers • The habits of strategic thinkers • The critical skills required to be a successful strategic thinker • How to improve your strategic thinking (Equivalent Level 5) 	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			2. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200



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Leadership & Management: Business Continuity - managing a hybrid workforce (office based & remote)	Scaffold Coaching	<p>With so many people working remotely, this webinar looks at the learnings and reflections from managing teams remotely during the COVID-19 pandemic. The purpose of this webinar is to better understand the theory and practicalities of what is working and what needs to be improved upon. It will enable managers and leaders to reflect and build on what they have learnt whilst managing remotely and to be better prepared for working in more complex working environments in the future as businesses transition to a hybrid model of physical-virtual ways of working.</p> <p>What we will cover</p> <ul style="list-style-type: none"> The challenges, benefits and differences when team members are no longer next to you and meeting physically for weekly team meetings The importance and methods for maintaining visibility and accessibility while remote working Understanding the role of taking a compassionate interest in your people to create team cohesion The importance of asking better questions when you no longer have body language and corridor conversations to fall back on. <p>(Equivalent Level 5)</p>	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
Leadership & Management: Strategic Framework & Capability	Scaffold Coaching	<p>This programme explores how understanding your organisation's and teams' key capabilities help you concentrate on the important factors that help you meet your current and future challenges. This series helps you choose from 12 key capabilities which will become the performance framework for your organisation and team. With everyone speaking a common language and focussed on your chosen 3 capabilities the team focus will narrow to achieve agreed outcomes. (Equivalent Level 5)</p>	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200
Team Coaching: Translating Strategy Into Action: Team Vision, Mission & Behaviours	Scaffold Coaching	<p>There comes a time when it is necessary to reset and calibrate an organisation's or team's strategy, focus and future. This opportunity helps teams focus on what they stand for, what they believe in, and what they want to achieve. We ask - where do you want to be? - and how are we going to get there? Discussing & determining the behaviours you want to be famous for as a business will help build and maintain your competitive advantage.</p> <p>Series of workshops and 1-2-1 engagements to articulate the organisations purpose, mission, vision & values and bake into the behaviours required to deliver their 3-year business plan & strategy.</p>	1. Face to Face 2. Online (Groups of up to 12 people from one organisation)	3 Month Team Coaching (including initial consultation and prep work with customer)	£4,800



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Pivot Your Business	University of York	In this interactive course you will have the opportunity to think differently about your business, learn different ways in which you can pivot, consider whether or not you need to and come out with a clear, focused plan. course. The course will cover: make your business more relevant, make business changes to generate more cash and profit and make the most of new opportunities quickly.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)



TEAM DEVELOPMENT

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Developing Teamwork - Management online course	Action Training (ATL) Limited	eLearning management & leadership course	1. eLearning / Online	5 Hours	£40
Performance Management - Increase Team Performance - Foundation	Brook Corporate Developments Limited	Developing future and current managers to create organisational frameworks for future growth & succession planning. How to effectively review current team/ department performance; identify any gaps; performance framework which focus on individuals strengths; set achievable outcomes and expectations; devising and implementing action plans; follow up & taking corrective action if necessary	1. Face to Face in centre or workplace 2. Online	21 Hours (3 days)	£1,800
Performance Management - Increase Team Performance - Intermediate	Brook Corporate Developments Limited	Developing future and current managers to create organisational frameworks for future growth & succession planning. How to effectively review current team/ department performance; identify any gaps; performance framework which focus on individuals strengths; set achievable outcomes and expectations; devising and implementing action plans; follow up & taking corrective action if necessary	1. Face to Face in centre or workplace 2. Online	35 Hours (5 days)	£3,000
Performance Management - Increase Team Performance - Higher	Brook Corporate Developments Limited	Developing future and current managers to create organisational frameworks for future growth & succession planning. How to effectively review current team/ department performance; identify any gaps; performance framework which focus on individuals strengths; set achievable outcomes and expectations; devising and implementing action plans; follow up & taking corrective action if necessary	1. Face to Face in centre or workplace 2. Online	63 Hours (9 days)	£5,400
Managing Teams Coaching / Consultancy	BSA Training	4 x 0.5 Days. Bespoke session based on the needs and wants of the Manager. Development of an action plan for next steps.	1. Face to Face 2. Online	12 Hours	£1,600 (Costs are per person. Min of 1 person)
Managing and building a thriving team in an entrepreneurial way	Enterprise Made Simple Ltd	Spotting latent skills and utilising the whole team and building team strength to make sure growth targets are hit and KOL's achieved.	1. Face to Face 2. Online 3. Combination of above	28 Hours	£750
Developing Teamwork	Global Partnership Europe Ltd	Developing teamwork	1. Online	1 Hour	£35



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Stepping-up to Management: Building Team Resilience through Change	Jane Fisher Associates Ltd	<p>This SME bespoke masterclass will help individuals to understand their personal conflicts in managing and handling change, whilst exploring how to keeping their team/s resilient and motivated.</p> <p>Designed around the needs of the SME, content may include:</p> <p>Self awareness and self confidence; Building self resilience to manage change; Change in Behaviours and attitudes of staff; Communicating change effectively; Speaking up with Authority; Managing conflicts ; EQ based leadership; Implementing change that is inclusive ; Managing change virtually</p> <p>Includes:</p> <p>2 facilitators to enhance online delivery</p> <p>Pre-delivery: liaison with SME client to identify challenges to customise masterclass content</p> <p>End of session: Q/A session, participant Action Plan & follow-up activities</p> <p>Post session follow-up: participants invited to a follow-up virtual informal group 'catch-up' to check in on progress</p>	1. Online (webinar)	3 Hours (2 hour webinar + 1 hour follow-up)	£795
			1. Online (webinar)	4 Hours (3 hour webinar + 1 hour follow-up)	£1,095
			1. Face to Face on site or in workplace or at a venue arranged/ paid for by client	4.5 Hours (3.5 hour session + 1 hour follow-up)	£1,245
			1. Face to Face on site or in workplace or at a venue arranged/ paid for by client	8 Hours (7 hour session + 1 hour follow-up)	£1,595
Coaching: Exploring your Team-working through the Everything DiSC® Workplace Profile tool	Jane Fisher Associates Ltd	<p>The DiSC® model is used to help people better understand themselves and adapt their behaviours with others, for example within a work team, a sales relationship, or a leadership position.</p> <p>Following completion of a questionnaire a detailed report based around the following four behaviours - Dominance; Influence; Steadiness; Conscientiousness - is presented and discussed in a 2-hour 1-2-1 coaching session with the participant, from which a personal action plan is created.</p> <p>The DiSC® Profile facilitates discussions and help an individual:</p> <ul style="list-style-type: none"> • Increase their self-knowledge: how they respond to conflict, what motivates them, what causes them stress and how they solve problems • Improve working relationships by recognising the communication needs of team members • Facilitate better teamwork and minimise team conflict • Manage more effectively by understanding the dispositions and priorities of other staff and team members • Become more self-knowledgeable, well-rounded and effective leaders 	1. Online	3 Hours (includes client liaison, survey, report, coaching session)	£350



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How to engage and motivate your teams and create a high performing culture	Pro-Development (UK) Limited	A one day workshop to explore and share ideas on how to drive up engagement levels in your business to support growth. Attendees will also explore high performing workplaces and what it takes to create a culture that supports business growth.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£250 (Cost quoted is per person. Minimum 6 people)
Engaging your team	Pro-Development (UK) Limited	A half day workshop to explore and share ideas on how to drive up engagement levels in your business to support growth.	1. Face to Face in workplace or external venue 2. Online	3 Hours	£125 (Cost quoted is per person. Minimum 6 people)
Building Teams for the Future - creating a trusted team who get things done together	Pro-Development (UK) Limited	A one day workshop to support a team of up to 12, helping them to build trust and encouraging productive conflict to build High Performing Teams.	1. Face to Face in workplace or external venue 2. Online	6 Hours	£350 (Cost quoted is per person and includes assessment tool. Minimum 6 people)
Experiential Management Team Development Event	Pro-Development (UK) Limited	Indoor based team building for up to 12 people with a focus on recognising and celebrating difference, this workshop encourages self reflection, disclosure and feedback to enable the team to operate from a position of trust and understanding, identifying and defining core values and agreed ways of working.	1. Face to Face in workplace	6 Hours	£300 (Cost quoted is per person and includes all indoor activities. Minimum of 6 people)
			1. Face to Face in external venue	6 Hours	£350 (Cost quoted is per person and includes all indoor activities. Minimum of 6 people)
Experiential Management Team Development Event - Outdoor venue	Pro-Development (UK) Limited	Experiential based team building for up to 12 people with a focus on recognising and celebrating difference, this workshop encourages self reflection, disclosure and feedback to enable the team to operate from a position of trust and understanding, identifying and defining core values and agreed ways of working. The day will involve various outdoor activities depending on the needs of the team.	1. Face to Face in external venue	6 Hours	£400 (Cost quoted is per person and includes all outdoor activities. Minimum of 6 people)
Team Building	University of York	This course supports new or established managers to inspire people, communicate effectively, and develop their teams. The course will focus on team leader skills, effective communication skills and staff development.	1. Online	4 hours live tutor lead course	£90 (Minimum number of delegates: 10)
			1. Face to Face	1 day	£225 (Minimum number of delegates: 8)



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Leadership & Management: Working Better Together - Understanding Your Team Better Using MBTI	Scaffold Coaching	<p>By defining personality type, the MBTI® (Myers-Briggs Type Indicator) tool builds a robust foundation for life-long personal development. It provides a constructive, flexible and liberating framework for understanding individual differences and strengths.</p> <p>NB. Additional costs apply for individual MBTI assessment. Delegates will be required to complete a survey as pre-work before attending this webinar. The inclusion of a personalised 2 page computer generated report is an extra cost of £27.50 per delegate. Provision of Myers Briggs Type Booklet to support the webinar is £16.75, however the booklet is not a requirement of the webinar, unlike the report, which is an essential component.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> • Background and development of the MBTI • MBTI Framework • Practical applications of MBTI • Challenges to the MBTI • Self assessment implications • What next? <p>(Equivalent Level 5)</p>	1. Online (webinar)	2 Hours (inclusive of prep work with customer)	£795
			1. Face to Face	3 Hours (inclusive of prep work with customer)	£1,200



TRAINING / ASSESSING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
In-House "Train the Trainer"	DMM Training and Development Limited	<p>Intensive 3 days. Split into 4 Sections:</p> <ol style="list-style-type: none"> 1. Learning Theory - How We Learn and Learning Characteristics 2. Preparing the Training: Learning Requirement, Learner Characteristics, Practical Constraints, Objective Setting and Content, Practical Application, Structuring the Session, INTRO, Communication with Learners, Preparation of Venue and Self. 3. Training Delivery: Nerves, Toolkit, 1st Impressions, Questions, Giving Feedback, Participant Behaviours, Visual Aids, Evaluation and Assessment. 4. Practical Training Sessions and Feedback by delegates 	1. Face to Face (Group Based Learning on site or a venue of the client choosing)	21 Hours (3 Consecutive Days)	£3,500 (Maximum 8 Delegates)



ACCOUNTING / FINANCE

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
AAT Level 2 Foundation Certificate in Accounting	Wakefield College	<p>The Association of Accounting Technicians (AAT) is a well-respected and recognised qualification within the accounting profession. It is recognised as a major qualification for technician level accounting staff. At level 2 this qualification will prepare individuals for junior and entry level accounting roles. It delivers a solid foundation in finance administration. AAT Level 2 Foundation Certificate in Accounting consists of 5 mandatory units:</p> <ul style="list-style-type: none"> • Bookkeeping transactions • Bookkeeping controls • Elements of costing • Using computer software • Working effectively (which is part of the synoptic exam that includes knowledge from the bookkeeping and costing modules) 	<p>1. Distance learning - virtual classroom via MS Teams on Mondays 9am-4:30pm</p> <p>Set intake 6th September 2021</p>	240 hours	£632.50 (not including AAT and exam resit fees)
AAT Level 2 Foundation Award in Accounting Software	Wakefield College	<p>This course is aimed at individuals seeking a first qualification in bookkeeping software and develops their ability in the operation of computerised accounts software/packages as applied to routine accounting tasks. It teaches a range of practical skills, from using accounting software, entering accounting transactions and producing a range of reports, including how to:</p> <ul style="list-style-type: none"> • Set up accounting software • Process sales and purchase transactions • Perform bank and cash transactions • Perform period end routine tasks • Produce reports 	<p>1. Distance learning - virtual classroom via MS Teams</p>	45 hours	£710 (not including AAT and exam resit fees)
Bespoke Finance Training	Wakefield College	<p>Bespoke training package covering various aspects of finance as required by the SME covering elements such as:</p> <ul style="list-style-type: none"> • Using accounting software • Bookkeeping • Costing • Indirect tax • Budgets • Final accounts preparation • Ethics • Accounting spreadsheets etc. 	<p>1. Face to face in centre or workplace</p> <p>2. Online</p> <p>3. Combination of above</p>	Various as required by the SME - min. of 6 hours	<p>£200 per person, per day (6 hrs)</p> <p>Or</p> <p>£140 per person, per day (6 hrs) (min. 2 people)</p> <p>Or</p> <p>£360 group rate, per day (6 hrs) (up to 12 people)</p>



COMMUNICATION SKILLS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Communication Skills - building rapport and credibility	CDI Alliance Ltd	Working in a virtual world or remotely creates challenges in effective communication and we often experience an increase in miscommunication. We will identify techniques to enable us to communicate our messages effectively to gain clarity, impact and drive positivity. We review techniques to build rapport and credibility with others to engage and build relationships.	1. Online	3 hours (2 x 90 minute sessions)	£700
Building Assertiveness In Communication	CDI Alliance Ltd	We will review current research and models on assertiveness and share core techniques to build confidence and assertiveness in conversations. We will look at techniques and tools to increase confidence and self-belief in decision making, workload management and to share decision making and solutions assertively with others. We will practice the techniques in the session.	1. Online	1.5 hours (1 x 90 minute session)	£350
Written Communication Techniques for Positive Engagement of Others	CDI Alliance Ltd	Written communication plays a big role in our working world. We will review the power of language in creating engaging and positive messages. We will identify pitfalls in written communication that can lead to miscommunication. We will review methods to create positive, engaging and credible written communication.	1. Online	1.5 hours (1 x 90 minute session)	£350
Communication Techniques to Engage on Video Face to Face Meetings	CDI Alliance Ltd	Effective communication to engage, drive positivity and rapport are vital in our working world. Communicating via video or the phone creates further barriers to communication. We review the barriers and methods to overcome the barriers as well as reviewing key techniques to communicate via video and establish rapport and credibility.	1. Online	1.5 hours (1 x 90 minute session)	£350
Communicating with Impact and Confidence	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to improve personal impact and your personal communication style. Attendees will apply techniques to communicate with greater impact exploring skilled questioning, focused listening and the confidence to choose the right style to help voice your views.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min 6 people)
Holding Honest Conversations	Pro-Development (UK) Limited	This practical one day skills workshop will provide the essential skills and knowledge to approach honest conversations in a confident and structured way.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min 6 people)
Understanding and Adapting Communication Styles	Pro-Development (UK) Limited	This interactive workshop helps to increase self-awareness to help participants to understand their own style and that of others to improve relationships. Using assessment tools will help you recognise how you respond in situations, describe the impact this has on others and identify strategies for improving communication.	1. Face to face in workplace or external venue 2. Online	6 hours	£350 (Cost quoted is per person and includes all assessment tools and activities. Min of 6 people)



CONSTRUCTION

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost [Excl. VAT]
NVQ Certificate Level 2 Plant Operations	Birkwood Plant Training Ltd	The qualification is made up of two mandatory units and could be one of the following machines: <ul style="list-style-type: none"> • Ride on roller • Forward tipping dumper • Rear tipping dumper • Agricultural tractor • Telehandler • Hiab • Skid steer loader • Loader compressor 	1. Face to face in workplace 2. Online	70 - 120 hours	£1,000
NVQ Diploma Level 2 Plant Operations	Birkwood Plant Training Ltd	This qualification is made up 2 mandatory units and one of the following machines: <ul style="list-style-type: none"> • Excavator 360 • Excavator 180 • Crawler tractor dozer 	1. Face to face in workplace 2. Online	284 hours	£1,000
NVQ Certificate Level 2 Controlling Lifting Operations	Birkwood Plant Training Ltd	This qualification consist of 4 mandatory units.	1. Face to face in workplace 2. Online	144 hours	£1,000
NVQ Level 2 Unit only - Ride on Roller	Birkwood Plant Training Ltd	Preparing and operating ride-on rollers to compact materials in the workplace.	1. Face to face in workplace 2. Online	53 hours	£350
NVQ Level 2 Unit only - Degree Excavators Degree	Birkwood Plant Training Ltd	Preparing and operating 360 degree excavators to extract ground, face and/or loose materials in the workplace.	1. Face to face in workplace 2. Online	267 hours	£350
NVQ Level 2 Unit only - Crawler Tractor	Birkwood Plant Training Ltd	Preparing and operating crawler tractor dozers to carry out dozer operations in the workplace.	1. Face to face in workplace 2. Online	267 hours	£350
NVQ Level 2 Unit only - Forward Tipping Dumper	Birkwood Plant Training Ltd	Preparing and operating forward tipping dumpers to receive, transport and discharge materials in the workplace.	1. Face to face in workplace 2. Online	53 hours	£350
NVQ Level 2 Unit only - Rear Tipping Dumper	Birkwood Plant Training Ltd	Preparing and operating rear tipping dump trucks to receive, transport and discharge materials in the workplace.	1. Face to face in workplace 2. Online	100 hours	£350
NVQ Level 2 Unit only - Tractors with Towed Equipment for Non-agricultural Activities	Birkwood Plant Training Ltd	Preparing and operating tractors with towed equipment for non-agricultural activities in the workplace.	1. Face to face in workplace 2. Online	67 hours	£350
NVQ Level 2 Unit only - Telescopic Handlers	Birkwood Plant Training Ltd	Preparing and operating telescopic handlers to lift and transfer in the workplace.	1. Face to face in workplace 2. Online	83 hours	£350



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NVQ Level 2 Unit only - Hi Hiab	Birkwood Plant Training Ltd	Preparing and operating HIAB in the workplace.	1. Face to face in workplace 2. Online	117 hours	£350
NVQ Level 2 Unit only - Skid Steer	Birkwood Plant Training Ltd	Prepare and operate Skid Steer Loaders in the workplace.	1. Face to face in workplace 2. Online	84 hours	£350
NVQ Level 2 Unit only - Loader Compressor	Birkwood Plant Training Ltd	Prepare and operate Loader Compressors in the workplace.	1. Face to face in workplace 2. Online	70 hours	£350
NVQ Level 2 Unit only - Attachments - Jib	Birkwood Plant Training Ltd	Prepare and operate jib attachment Loaders in the workplace.	1. Face to face in workplace 2. Online	24 hours	£350
NVQ Level 2 Unit only - 360 as a Crane	Birkwood Plant Training Ltd	Prepare and operate 360 as a crane in the workplace.	1. Face to face in workplace 2. Online	100 hours	£350
Initial Training - Excavator 360	Birkwood Plant Training Ltd	5 day 1:1 training on 360 excavators.	1. Face to face in centre	37.5 hours	£2,500
Initial Training - Ride on Roller & Forward Tipping Dumper	Birkwood Plant Training Ltd	5 day combined roller and dumper training.	1. Face to face in centre	37.5 hours	£1,000
Initial Training - Telescopic Handler	Birkwood Plant Training Ltd	5 day telescopic handler course.	1. Face to face in centre	37.5 hours	£1,000
Initial Training - Slinger/Signaller	Birkwood Plant Training Ltd	4 day slinger signaller training course.	1. Face to face in centre	37.5 hours	£1,000



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost [Excl. VAT]
NVQ Level 3 Diploma Occupational Work Supervision	Birkwood Plant Training Ltd	NVQ Level 3 Occupational work supervision.	1. Face to face in workplace 2. Online	287 hours	£1,000
NVQ Level 3 Diploma Contracting Operations	Birkwood Plant Training Ltd	NVQ Level 3 Diploma Contracting Operations.	1. Face to face in workplace 2. Online	300 hours	£1,000
NVQ Level 4 Site Supervision	Birkwood Plant Training Ltd	NVQ Level 4 Site Supervision.	1. Face to face in workplace 2. Online	390 hours	£1,200
Site Managers Safety Training Scheme (CITB)	Birkwood Plant Training Ltd	5 day site management training course.	1. Face to face in centre	37.5 hours	£550
Site Managers Safety Training Scheme refresher (CITB)	Birkwood Plant Training Ltd	2 day site management training course refresher.	1. Face to face in centre	14 hours	£295
Site Supervisor Safety Training Scheme (CITB)	Birkwood Plant Training Ltd	2 day Site Supervisor Safety Training Scheme.	1. Face to face in centre	14 hours	£265
Level 1 Construction	Source Solutions UK (Hull) Limited	Health & Safety in Construction.	1. Face to face 2. Online	7 hours	£100
Level 2 in Construction - Safe Moving and Handling	Source Solutions UK (Hull) Limited	Safe Moving and Handling.	1. Face to face	7 hours	£85
Level 2 in Construction - Working at Height	Source Solutions UK (Hull) Limited	Working at Height.	1. Face to face	7 hours	£85



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Social Media	Client Marketing Limited	To develop social media skills, tools and techniques for using the various platforms and major sites can work together to help you are your sales prospecting online.	1. Face to face 2. Online	7 hours	£490
			1. Webinar	1.5 hours	£150
Digital Marketing	Client Marketing Limited	What is digital marketing and how to make your presence felt online.	1. Face to face 2. Online	7 hours	£490
			1. Webinar	1.5 hours	£150
Facebook	Client Marketing Limited	How to master Facebook to gain new clients and convert more leads.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150
Instagram	Client Marketing Limited	How to use Instagram for business and gain and retain clients.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150
How to Use LinkedIn for Growing Sales	Client Marketing Limited	How to use LinkedIn more effectively and to ensure that you are best placed to use the opportunities of LinkedIn for you and your business, giving you the know-how to market yourself, increase your visibility and reputation and develop new business on it.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150
How to Use Twitter for Beginners	Client Marketing Limited	How to use Twitter more effectively and to ensure that you are best placed to use the opportunities for your business, giving you the know-how to market yourself, increase your visibility and reputation and develop new business on it.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Selling on Amazon	Client Marketing Limited	If you are new to Amazon and wish to harness this channel this webinar will show you how.	1. Webinar	1.5 hours	£150
Level 2 in Promotion of Products and Services Through Social Media	Enterprise Made Simple Ltd	Training in all aspects of social media specifically for small businesses.	1. Face to face 2. Online 3. Combination of above	150 hours	£300
Level 2 in Digital Promotion for Business	Enterprise Made Simple Ltd	Core digital skills for business use, to include emails, online safety, design of social media campaigns and the use of digital analytics.	1. Face to face 2. Online 3. Combination of above	60 hours	£811
Level 2 in Digital Skills for Work	Enterprise Made Simple Ltd	The basics of all digital skills for those with no digital experience or limited experience in a work environment.	1. Face to face 2. Online 3. Combination of above	70 hours	£724
Bespoke Introduction to Microsoft Excel	Wakefield College	<p>Bespoke training package covering various aspects of Microsoft Excel as required by the SME at an introductory level. Suitable for individuals with to little to no knowledge of the software.</p> <p>Covers element such as:</p> <ul style="list-style-type: none"> • Entering • Editing and Presenting Data • Basic Formulae • Basic Formatting • Basic Tables • Graphs etc. 	1. Face to face in centre or workplace 2. Online 3. Combination of above	Various as required by the SME - min. of 6 hours	£200 per person, per day (6 hrs) Or £140 per person, per day (6 hrs) (min. 2 people) Or £360 group rate, per day (6 hrs) (up to 12 people)
Bespoke Advanced Microsoft Excel	Wakefield College	<p>Bespoke training package covering various aspects of Microsoft Excel as required by the SME at an advanced level. Suitable for individuals with good level of experience and understanding of this software but who need to develop their skills further.</p> <p>Covers elements such as:</p> <ul style="list-style-type: none"> • Advanced formulae • Advanced database functions • Advanced text functions • Pivot tables • Pivot charts • Goal seek etc. 	1. Face to face in centre or workplace 2. Online 3. Combination of above	Various as required by the SME - min. of 6 hours	£200 per person, per day (6 hrs) Or £140 per person, per day (6 hrs) (min. 2 people) Or £360 group rate, per day (6 hrs) (up to 12 people)



ENGINEERING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 in Rail Engineering	Greatest Expectations Limited	Diploma in Rail Engineering Operative	1. Face to face 2. Online	360 hours	£2,583
Rail Engineering	Greatest Expectations Limited	Sector Requirements (Non Reg)	1. Face to face 2. Online	160 hours	£2,400
Introduction to Hydraulics	Wakefield College	Introduction to Hydraulic Systems, is for engineers and technicians wanting to familiarise themselves with the design, assembly, maintenance, operation and servicing of hydraulic systems using FESTO training rigs and equipment. In this introductory training course, individuals will study the fundamental principles of hydraulics, including a range of individual components within hydraulic equipment and systems and how they work.	1. Face to face in centre	18 hours	£800 per person
Introduction to Pneumatics	Wakefield College	Introduction to Pneumatic Systems, is for engineers and technicians wanting to familiarise themselves with the design, assembly, maintenance, operation and servicing of pneumatic systems using FESTO training rigs and equipment. In this introductory training course you will study the fundamental principles of pneumatics, including a range of individual components within pneumatic equipment and systems and how they work.	1. Face to face in centre	18 hours	£800 per person
Introduction to Programmable Logic Controllers (PLCs)	Wakefield College	Introduction to Programmable Logic Controllers (PLCs), is for engineers and technicians wanting to familiarise themselves with diagnostics and fault finding on machines FESTO training rigs and equipment. This introductory training course to covers writing and implementation of simple programs, the equipment and terminology associated with PLC systems and how they work.	1. Face to face in centre	18 hours	£800 per person
Coded Welding Training and Tests	Wakefield College	<p>Coded Welder Training Day: This short course is to enable the candidate to complete training and demonstrate competency in preparation for a coded weld test.</p> <p>Coded Welder Test BS 4872 Certificated by The Welding Institute (TWI): This international coding standard is available across several configuration and allows qualified welders to demonstrate and evidence a level of competency. It is available using a range of materials in different positions in order to carrying out applications.</p> <p>Coded Welder BS EN 9606 Certificated by The Welding Institute (TWI): This international coding standard is available across several configuration and allows qualified welders to demonstrate and evidence a level of competency. It is available using a range of materials in different positions in order to carrying out critical applications.</p>	1. Face to face in centre or workplace	Various as required by the SME - min. of 6 hours	<p>Coded Welder Training Day - £400 per person, per day</p> <p>Coded Welder Test BS4872 - £220 per person (1 day)</p> <p>Coded Welder Test BS EN 9606 - £550 per person (1 day)</p>



FOOD

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 Award in Understanding HACCP	Pure Training Solutions Limited	Level 2 Award in Understanding HACCP	1. Face to face in centre or workplace 2. Blended face to face and online	7 hours	£125
Level 3 Award in Understanding how to develop a HACCP Plan	Pure Training Solutions Limited	Level 3 Award in Understanding how to Develop a HACCP Plan	1. Face to face in centre or workplace 2. Blended face to face and online	21 hours	£425
Level 4 Award in Managing the HACCP System	Pure Training Solutions Limited	Level 4 Award in Managing the HACCP System	1. Face to face in centre or workplace 2. Blended face to face and online	40 hours	£800
Level 2 Award in Understanding HACCP for the Meat Industry	Pure Training Solutions Limited	Level 2 Award in Understanding HACCP for the Meat Industry	1. Face to face in centre or workplace 2. Blended face to face and online	7 hours	£125
Level 3 Award in Understanding how to Develop a HACCP Plan for the Meat Industry	Pure Training Solutions Limited	Level 3 Award in Understanding how to Develop a HACCP Plan for the Meat Industry	1. Face to face in centre or workplace 2. Blended face to face and online	21 hours	£425
Level 4 Award in Managing Food Safety and Hygiene (Catering/Manufacturing)	Pure Training Solutions Limited	Level 4 Award in Managing Food Safety and Hygiene (Catering/Manufacturing)	1. Face to face in centre or workplace 2. Blended face to face and online	60 hours	£750
Level 3 Award in Food Safety for Manufacturing	Pure Training Solutions Limited	Level 3 Award in Food Safety for Manufacturing	1. Face to face in centre or workplace 2. Blended face to face and online	20 hours	£375
Level 3 Award in Food Safety for Catering	Pure Training Solutions Limited	Level 3 Award in Food Safety for Catering	1. Face to face in centre or workplace 2. Blended face to face and online	20 hours	£375
Level 2 Award in Food Safety for Manufacturing	Pure Training Solutions Limited	Level 2 Award in Food Safety for Manufacturing	1. Face to face in centre or workplace 2. Blended face to face and online	7 hours	£70
Level 2 Award in Food Safety for Catering	Pure Training Solutions Limited	Level 2 Award in Food Safety for Catering	1. Face to face in centre or workplace 2. Blended face to face and online	7 hours	£70
Level 2 in Food Safety in Catering	Source Solutions UK (Hull) Limited	Food Safety in Catering	1. Face to face 2. Online	7 hours	£85
Level 2 in Food Safety in Manufacturing	Source Solutions UK (Hull) Limited	Food Safety in Manufacturing	1. Face to face 2. Online	7 hours	£85



FUNCTIONAL SKILLS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 1 Functional Skills in English	Global Partnership Europe Ltd	Level 1 Functional Skills in English	1. Face to face in centre or workplace	55 hours	£300
Level 2 Functional Skills in English	Global Partnership Europe Ltd	Level 2 Functional Skills in English	1. Face to face in centre or workplace	55 hours	£300
Level 1 Functional Skills in Mathematics	Global Partnership Europe Ltd	Level 1 Functional Skills in Mathematics	1. Face to face in centre or workplace	55 hours	£300
Level 2 Functional Skills in Mathematics	Global Partnership Europe Ltd	Level 2 Functional Skills in Mathematics	1. Face to face in centre or workplace	55 hours	£300
Level 1 Functional Skills in English	Source Solutions UK (Hull) Limited	Level 1 Functional Skills in English	1. Face to face 2. Online	60 hours	£724
Level 1 Functional Skills in Maths	Source Solutions UK (Hull) Limited	Level 1 Functional Skills in Maths	1. Face to face 2. Online	60 hours	£724



HEALTH & SAFETY

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Health & Safety - The Basics - Foundation	Brook Corporate Developments Limited	Introduction of health and safety legislation into working environments to create a complaint and safe working environment that promotes HSE compliance. Risk assessments, action plans, near miss reporting, implementation of a safety first culture to allow businesses to grow without letting compliance slip.	1. Face to face in centre or workplace 2. Online	21 hours (3 days)	£1,800
Health & Safety - The Basics - Intermediate	Brook Corporate Developments Limited	Introduction of health and safety legislation into working environments to create a complaint and safe working environment that promotes HSE compliance. Risk assessments, action plans, near miss reporting, implementation of a safety first culture to allow businesses to grow without letting compliance slip.	1. Face to face in centre or workplace 2. Online	35 hours (5 days)	£3,000
Health & Safety - The Basics - Higher	Brook Corporate Developments Limited	Introduction of health and safety legislation into working environments to create a complaint and safe working environment that promotes HSE compliance. Risk assessments, action plans, near miss reporting, implementation of a safety first culture to allow businesses to grow without letting compliance slip.	1. Face to face in centre or workplace 2. Online	63 hours (9 days)	£5,400
Level 2 in Award in health and safety within the workplace	Global Partnership Europe Ltd	Level 2 award in health and safety within the workplace.	1. Face to face in centre or workplace 2. Online	6 hours	£65
Level 1 Award in health and safety within the construction environment	Global Partnership Europe Ltd	Level 1 award in health and safety within the construction environment.	1. Face to face in centre or workplace 2. Online	21 hours	£150
Level 2 Award in risk assessment	Global Partnership Europe Ltd	Level 2 award in risk assessment.	1. Face to face in centre or workplace 2. Online	6 hours	£65
Level 3 Award in risk assessment	Global Partnership Europe Ltd	Level 3 award in risk assessment.	1. Face to face in centre or workplace 2. Online	16 hours	£220
Level 2 Award in Health and Safety within the Workplace	Pure Training Solutions Limited	Level 2 award in health and safety within the workplace.	1. Face to face in centre or workplace 2. Blended face to face and online	7 hours	£125
Level 3 Award in Health and Safety for Supervisors in the Workplace	Pure Training Solutions Limited	Level 3 award in health and safety for supervisors in the workplace.	1. Face to face in centre or workplace 2. Blended face to face and online	21 hours	£450
Level 1 Award in Health and Safety in a Construction Environment	Pure Training Solutions Limited	Level 1 award in health and safety in a construction environment.	1. Face to face in centre or workplace 2. Blended face to face and online	12 hours	£150



HEALTH & SOCIAL CARE

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 Award in Introduction to Mental Health Awareness	Global Partnership Europe Ltd	Introduction to mental health awareness (award).	1. Face to face in centre or workplace 2. Online	4 hours	£65
Level 2 Award in Introduction to First Aid for Mental Health	Global Partnership Europe Ltd	Introduction to first aid for mental health (award).	1. Face to face in centre or workplace 2. Online	12 hours	£200
Level 3 in Understanding Mental Health in Workplace for Managers	Global Partnership Europe Ltd	Understanding mental health in workplace for managers.	1. Face to face in centre or workplace 2. Online	10 hours	£230
Level 2 Award in Awareness of Dementia	Global Partnership Europe Ltd	Level 2 award in awareness of dementia.	1. Face to face in centre or workplace	72 hours	£440
Level 3 in Understanding Mental Health in Workplace for Managers	Global Partnership Europe Ltd	Understanding mental health in workplace for managers.	1. Face to face in centre or workplace 2. Online	10 hours	£250
Fire Safety Training for Care Homes	Global Partnership Europe Ltd	Fire safety training for care homes.	1. Online	2 hours	£35
Handling Information in a Care Setting	Global Partnership Europe Ltd	Handling information in a care setting.	1. Online	2 hours	£35
Fire Marshal for Care Homes	Global Partnership Europe Ltd	Fire marshal for care homes.	1. Online	1 hour	£25
Care Home Manager Refresher	Global Partnership Europe Ltd	Care home manager refresher.	1. Face to face 2. Online	9 hours	£300
MCA & DOLS for managers (care)	Global Partnership Europe Ltd	MCA and DOLS for managers (care).	1. Face to face 2. Online	9 hours	£195
Safeguarding for Managers (care)	Global Partnership Europe Ltd	Safeguarding for managers (care).	1. Face to face 2. Online	9 hours	£250



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Level 2 in Childcare / Children's Mental Health	Greatest Expectations Limited	Understanding children and YP mental health.	1. Face to face 2. Online	60 hours	£811
Level 2 in Childcare / Children's Mental Health	Greatest Expectations Limited	Behaviour that challenges in children (certificate).	1. Face to face 2. Online	60 hours	£811
Level 3 in Childcare / Children's Mental Health	Greatest Expectations Limited	Childcare and education (diploma).	1. Face to face	800 hours	£7,395
Level 3 in Health and Social Care Specialist	Greatest Expectations Limited	Principles of dementia (certificate).	1. Face to face 2. Online	60 hours	£811
Level 2 in Health and Social Care Specialist	Greatest Expectations Limited	Learning difficulties (certificate).	1. Face to face 2. Online	80 hours	£811
Level 3 in Lead Worker Adult Social Care	Greatest Expectations Limited	Adult social care (diploma).	1. Face to face 2. Online	250 hours	£2,882
Care Certificate (Non Reg)	Greatest Expectations Limited	Care certificate non reg (prep for work).	1. Face to face 2. Online	200 hours	£1,500
Level 2 in Safeguarding Adults	Source Solutions UK (Hull) Limited	Safeguarding adults.	1. Face to face 2. Online	7 hours	£85
Level 2 in Mental Health at Work (Award in First Aid for Mental Health)	Source Solutions UK (Hull) Limited	Mental health at work (award in first aid for mental health).	1. Face to face 2. Online	7 hours	£200
Level 2 in Moving People Safely	Source Solutions UK (Hull) Limited	Moving people safely.	1. Face to face	14 hours	£160



HUMAN RESOURCES

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
HR Consultancy Workshop	Action Training (ATL) Limited	A workshop to explore and establish the current HR & Recruitment practice, agree plans and implementation.	1. Face to face in workplace	7 hours (full day)	£450
			1. Online	7 hours (2 meeting sessions - 3.5 hours)	£450
HR Consultancy & Coaching Follow Up	Action Training (ATL) Limited	Follow up consultancy and coaching session.	1. Face to face in workplace	7 hours (full day)	£450
			1. Online	7 hours (2 x 3.5 hour)	£450
			1. Face to face 2. Online	6 hours (3 x 2 hour sessions)	£400
HR Management Tool Kit System - Set up and Management Training	Action Training (ATL) Limited	Setting up the business online/eLearning platform for management and staff training. Includes setting and training of management team for the full use to support the business.	1. Face to face 2. Online	5 hours	£120
HR Health Check	Action Training (ATL) Limited	HR check of all systems, processes for the SME to incorporated into the workshop findings, supporting the business with 12-month strategy or actions plan to implement.	1. Face to face 2. Online	2 hours	£75
Recruitment and Selection to Comply with Legislation and Immigration Laws	Action Training (ATL) Limited	Workshop covering recruitment and selection complying with legislations and immigration laws and discrimination and this covers what is needed before planning and conducting recruitment and selection. Includes apprenticeships, interns, ex-offenders, voluntary, reservists, work experience and agency workers.	1. Online	3 hours	£225
Recruitment, Selection & Interview Techniques Leadership Training Course	Action Training (ATL) Limited	Design and delivery of the 1-day leadership and management training course. The knowledge & skill to plan, conduct and selection.	1. Face to face 2. Online	7 hours	£450
HR Consulting Package 1	Action Training (ATL) Limited	This is the one day workshop and follow up coaching and consulting sessions, HR Management tools and training and HR health check.	1. Face to face 2. Online	25 hours	£1,020
HR Consulting Package 2	Action Training (ATL) Limited	This is the one day workshop and follow up coaching and consulting sessions, and HR health check.	1. Face to face 2. Online	20 hours	£975
HR Consulting Package 3	Action Training (ATL) Limited	This is the one day workshop and follow up coaching and consulting sessions.	1. Face to face 2. Online	15 hours	£900



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Anti-Harassment & Bullying	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
Disciplinary Procedures	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
Equality, Diversity & Discrimination	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
Managing Sickness & Absence	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
Sexual Harassment in the workplace	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
The Principles of Performance Management	Action Training (ATL) Limited	Management online course - eLearning management & leadership course.	1. eLearning / online	5 hours	£40
Workshop - The Basics	Brook Corporate Developments Limited	Review existing HR policies; explore potential gaps including contracts of employment, employee handbook, induction process, general culture of the business.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600
Workshop - Recruitment, Selection & Induction	Brook Corporate Developments Limited	Review current process; best practice recruitment process including job descriptions, advertising, budget, selection process and interview techniques; Onboarding and induction process.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600
Workshop - Performance Reviews	Brook Corporate Developments Limited	How to deliver successful appraisals/ performance reviews; reward process including salary bands, bonus & commissions; difference between performance management as a disciplinary tool and an enabler.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600
Workshop - Disciplinary Management	Brook Corporate Developments Limited	Good examples of best practice disciplinary and grievance policies; understanding of employee rights & how these look in real life.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600



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Workshop - Absence Management	Brook Corporate Developments Limited	Review existing absence management policy and procedure; examples of best practice; identify patterns and observe triggers.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus consultancy as required provided at same day rate)	£600
Workshop - Engagement & Retention	Brook Corporate Developments Limited	Setting employer expectations understanding both employer and employee behaviour; understanding importance of culture within the business; succession planning; performance reviews; good communication including communicating values of the business.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600
Understanding the Benefits of HR	Brook Corporate Developments Limited	Understanding the importance of HR in the workplace; how to communicate effectively with all colleagues; effective appraisals and the benefit/importance to all staff; understanding how HR can influence culture of a business, business performance and individual results including recruitment, staff retention and performance management.	1. Face to face in centre or workplace 2. Online	7 hours (1 day plus Consultancy as required provided at same day rate)	£600
Wellbeing in the Workplace	Brook Corporate Developments Limited	Review business & human impact due to internal & external stress factors; address any impact with a bespoke programme designed to meet the needs of the business/individuals - including meditation, mindfulness, lifestyle review, giving advice on self-help & the benefits of taking personal responsibility and the tools to encourage that.	1. Face to face in centre or workplace 2. Online	14 hours (2 days and follow-up consultancy as required provided at the same day rate)	£1,200
Learning Disability Awareness	Global Partnership Europe Ltd	Learning disability awareness.	1. Online	2 hours	£35
How to Retain Talent and Recruit in an Inclusive Way & Best Practice	Pro-Development (UK) Limited	A one day workshop covering the legal requirements when recruiting, overcoming unconscious bias in your processes and approach and developing effective and practical strategies based on case studies.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min 6 people.)
HR and Recruitment Best Practice in your Business	Pro-Development (UK) Limited	A one day bespoke in-house workshop for your business to explore your current HR and recruitment processes and compare to 'best practice', de-mystifying some of the barriers to recruiting and developing strategies to support your business growth.	1. Face to face in workplace 2. Online	6 hours	£800 (Cost quoted is for a day with the business)
HR Consultant/Coach to Provide Follow up Support on a 1:1 Basis with SMEs	Pro-Development (UK) Limited	One to one support and consultancy on HR and OD issues for your business with practical advice and takeaways with a specialist HR consultant.	1. Face to face in workplace 2. Online	1 hour	£175 (Cost quoted is for one hour consultancy / coaching)



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HR Essentials for your Business: Recruitment and People Management	Pro-Development (UK) Limited	A half day bespoke workshop to understand the legal requirements when recruiting, best practice and effective strategies in your business.	1. Face to face in workplace 2. Online	3 hours	£400 (Cost quoted is per event)
HR Essentials for your Business: Avoiding Discrimination in Recruitment	Pro-Development (UK) Limited	A half day bespoke workshop to understand the legal requirements when recruiting, best practice and effective strategies in your business.	1. Face to face in workplace 2. Online	2 hours	£300 (Cost quoted is per event)
HR Essentials for your business: Effective and legal management of sickness	Pro-Development (UK) Limited	A half day bespoke workshop to understand the legal requirements when recruiting, best practice and effective strategies in your business.	1. Face to face in workplace 2. Online	2 hours	£300 (Cost quoted is per event)
HR Essentials for your business: Grievance and Disciplinary best practice	Pro-Development (UK) Limited	A half day bespoke workshop to understand how to manage grievance and disciplinary in your business in line with employment law and examples of best practice.	1. Face to face in workplace 2. Online	3 hours	£400 (Cost quoted is per event)
Interview techniques for candidates	Pro-Development (UK) Limited	This one day workshop provides tools and techniques to build confidence when being interviewed for future roles. The workshop covers building confidence, how to prepare for an interview, approaches to answering questions and a practical interview experience to receive feedback.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min 6 people)
HR Processes	Training 4 Logistics Limited	Bespoke support in 1 or more of the following processes; recruitment, training and development, workforce/succession planning, compensation and benefits, performance management, managing teams, disciplinary, grievance handling, transfers (TUPE), contracts of employment	1. Face to face in workplace 2. Online 3. Combination of above	8 hours	£650
HR Best Practice Workshop	Wakefield College	1 day workshop covering: What is best practice in HR? How does current HR practice in the SME compare? Open recruitment. Recruiting from disadvantaged groups - how to overcome barriers. Identifying and developing talent.	1. Face to face in workplace 2. Online 3. Combination of above	6 hours	£200 per person Or £140 per person (min. 2 people) Or £360 group rate (up to 12 people)
HR Best Practice Follow Up Consultancy and Coaching Support	Wakefield College	Follow up consultancy and coaching support to initiate and embed HR best practice as identified from the workshop detailed above.	1. Face To Face in centre or workplace 2. Online 3. Combination of above	Various as required by the SME	£40 per hour, per person Or £25 per hour, per person (min. 2 people) Or £70 p/h group rate (up to 6 people)



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CIPD Level 3 Foundation Certificate in People Practice	Wakefield College	This qualification provides a firm foundation in all aspects of human resource practice and will help to develop practical, relevant skills. This qualification is particularly suitable for individuals who are undertaking human resources management or personnel functions, and also for line managers who wish to develop their people skills. The course covers the following main topics: Developing Yourself as an Effective Human Resources; Understanding Organisations and the Role of Human Resources; Recording, Analysing and Using Human Resources Information; Resourcing Talent; Supporting Good Practice in Managing Employment Relations; Delivering Learning and Development Activities.	1. Distance learning - virtual classroom via MS Teams on Mondays 2.15pm-6.00pm. Set intakes 6th September 2021 and January 2022	280 hours	£1,265
CIPD Level 5 Associate Diploma in People Management	Wakefield College	This qualification provides practical, relevant skills and knowledge for those wishing to develop their career in HR management and development. It is suited for individuals who are already working in the field of HR management and development and need to develop their knowledge and skills, have responsibility for implementing HR policies and strategies and/or need to understand the role of HR in the wider organisational and environmental context. The course covers the following main topics: <ul style="list-style-type: none"> • Developing Professional Practice • Business issues and the contexts of human resources • Using Information in human resources • Employee engagement • Resourcing and talent planning • Improving organisation performance 	1. Distance learning - virtual classroom via MS Teams on Thursdays 1:15pm-6:45pm. Set intake January 2022.	370 hours	£1,925
Bespoke HR Training	Wakefield College	Bespoke training package covering various aspects of HR as required by the SME covering elements such as: <ul style="list-style-type: none"> • Recruiting and resource planning • Talent planning • Policies and procedures • Employee engagement • Learning and development etc. 	1. Face to face in centre or workplace 2. Online 3. Combination of above	Various as required by the SME - min. of 6 hours	£200 per person, per day (6 hrs) Or £140 per person, per day (6 hrs) (min. 2 people) Or £360 group rate, per day (6 hrs) (up to 12 people)



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Develop Your Business Through Graduates	University of York	<p>A programme of fully funded support to help businesses attract and retain graduates, alongside helping them fully recognise the benefits of employing graduates into their workforce. There are two types of support available and organisations can access either or both:</p> <p>Consultancy and online resources: Through free consultation and online resources, we will help the business identify things they can do to attract new graduates and where the skills of a graduate can help their business grow. This support will be provided through advice, guidance and a suite of online resources that the business can access. This will include topics such as writing a job description and advert.</p> <p>Graduate Support Network This scheme will replicate the benefits of a corporate graduate scheme in regional SMEs, the overarching aim being to grow businesses by increasing their productivity and the number of graduates employed. Each business will be able to identify up to two graduates to send on a series of six training sessions, of which there will be three cohort intakes, that will cover:</p> <ol style="list-style-type: none"> 1. Induction 2. Business communications 3. Negotiations and Influencing 4. Dealing with conflict 5. Commercial awareness 6. Presentation Skills <p>In addition to increasing the skills and knowledge of the individual graduates attending the courses, the programme will also offer the participants to network with peers and access support both professionally and socially.</p>	<ol style="list-style-type: none"> 1. Face to face 2. Online 	6 X 2.5 Hour sessions	Fully funded



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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
ISO Systems - Including Internal Auditing Training - Foundation	Brook Corporate Developments Limited	<p>How to establish, create, implement and audit business systems aligned to ISO standards with the aim to provide managers, team leaders and department heads more control over their processes. Skills to prepare, conduct and develop the required skills for auditing. ISO9001, 14001, 27001, 45001 & EN1090.</p> <p>This Foundation course is designed to give a general introduction/overview to the requirements of ISO standards. Ideal for an individual who needs to understand the requirements of the standard but not necessarily have full responsibility for it. Also, ideal for an individual who has previously worked with the standards but needs a refresher.</p>	<ol style="list-style-type: none"> 1. Face to face in centre or workplace 2. Online 	21 hours (3 days)	£1,800
ISO Systems - Including Internal Auditing Training - Intermediate	Brook Corporate Developments Limited	<p>How to establish, create, implement and audit business systems aligned to ISO standards with the aim to provide managers, team leaders and department heads more control over their processes. Skills to prepare, conduct and develop the required skills for auditing. ISO9001, 14001, 27001, 45001 & EN1090.</p> <p>The Intermediary course is designed for individuals who require a greater understanding of the ISO standards. They may be a supervisor or a department head who needs to ensure their team adheres to the standards. Also, a great refresher for individuals who have worked with the standard before but may have had a break.</p>	<ol style="list-style-type: none"> 1. Face to face in centre or workplace 2. Online 	35 hours (5 days)	£3,000
ISO Systems - Including Internal Auditing Training - Higher	Brook Corporate Developments Limited	<p>How to establish, create, implement and audit business systems aligned to ISO standards with the aim to provide managers, team leaders and department heads more control over their processes. Skills to prepare, conduct and develop the required skills for auditing. ISO9001, 14001, 27001, 45001 & EN1090.</p> <p>The Higher course provides a thorough understanding of the requirements of the ISO standard. This course is ideal for someone who will have the ultimate responsibility for ensuring accreditation to the standard is maintained. Also, this training will provide the skills to undertake internal audit responsibilities and prepare for external audits to maintain accreditation. This course is also ideal for a business who are looking to attain the ISO standard.</p>	<ol style="list-style-type: none"> 1. Face to face in centre or workplace 2. Online 	63 hours (9 days)	£5,400

LEAN MANAGEMENT

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 Certificate in Lean Organisation Management Techniques	Global Partnership Europe Ltd	Certificate in lean organisation management techniques.	1. Face to face in centre or workplace	90 hours	£1,490



LOGISTICS

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 in Professional Driver	Greatest Expectations Limited	Road Passenger Vehicle Driving (Certificate).	1. Face to face	100 hours	£1,645
Level 2 in Know Your Passenger / Customer	Greatest Expectations Limited	Dementia Awareness (Award).	1. Face to face 2. Online	40 hours	£504
Level 2 in Large Goods Vehicles	Greatest Expectations Limited	Driving Goods Vehicles (Certificate).	1. Face to face	100 hours	£1,265
Level 3 in Large Goods Vehicles	Greatest Expectations Limited	Driving Goods Vehicles (Diploma).	1. Face to face	150 hours	£1,987
Large Goods Vehicles	Greatest Expectations Limited	Sector Requirements (Class 1) Non Reg.	1. Face to face	120 hours	£1,800
Large Goods Vehicles	Greatest Expectations Limited	Sector Requirements (Class 2) Non Reg.	1. Face to face	120 hours	£1,800



SALES / MARKETING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Marketing	Client Marketing Limited	How to create and implement a marketing plan.	1. Face to face 2. Online	7 hours	£490
			1. Webinar	1.5 hours	£150
Public Relations	Client Marketing Limited	How to make the most of public relations to build a company's brand.	1. Face to face 2. Online	4 hours	£240
Basic Sales Training	Client Marketing Limited	To provide basic sales training for any member of a sales team and to focus on hands-on and practical steps to structure the sales process. The training is based on following 7 steps of the customer visit/call/ conversation.	1. Face to face 2. Online	7 hours	£490
			1. Webinar	1.5 hours	£150
Complaint Handling	Client Marketing Limited	How to win over customers and to turn conflict situations in to an opportunity to develop excellent relations.	1. Face to face 2. Online	4 hours	£240
Telephone Sales	Client Marketing Limited	To provide basic tele sales training and to focus on hands-on and practical steps to structure the sales process to boost performance, gain a strong desire to succeed in telesales and learn proven techniques to achieve more sales appointments.	1. Face to face 2. Online	7 hours	£490
			1. Webinar	1.5 hours	£150
Market Research	Client Marketing Limited	How to conduct market research and to learn the use the best tools online and offline.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150
Video in Marketing	Client Marketing Limited	Harness to use of video to reach new customers and enhance your brand identity.	1. Face to face 2. Online	4 hours	£240
			1. Webinar	1.5 hours	£150
Sales Strategy	Client Marketing Limited	How to create a dynamic and coherent sales strategy.	1. Face to face 2. Online	7 hours	£490
Customer Service	Client Marketing Limited	The key attitudes, skills and principles to deliver customer service and exceed customer expectations.	1. Webinar	1.5 hours	£150



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Content Marketing	Client Marketing Limited	What is content marketing and how to use it to generate leads and brand awareness?	1. Webinar	1.5 Hours	£150
Customer Analytics	Enterprise Made Simple Ltd	Developing the interpretation of customer analytics to increase sales and business growth.	1. Face to Face 2. Online 3. Combination of above	28 Hours	£750
Understanding data	Enterprise Made Simple Ltd	Creating an understanding of the core data elements of a small business and planning an implementation programme.	1. Face to Face 2. Online 3. Combination of above	28 Hours	£750
Support for Changing Markets	University of York	<p>Fully funded consultancy support to help businesses who are considering growing their business by moving into a new market. This could be a new international or national market, new market sector or new market demographic and could focus on an existing or new product or service.</p> <p>Through two hours of free expert consultancy, the business will be supported to create a plan that outlines the steps they need to take to scope the market, define their customer base and understand the commercial potential of the new market.</p> <p>Online or face-to-face training will then be delivered into how to scope out specific areas in more detail across the following suggested topic areas:</p> <ul style="list-style-type: none"> Identifying your market and identifying a new customer base. Advice around the challenge of doing business in emerging markets. Market research for a new market, product or service. Marketing and promotion - how to best promote a new product/service and how to engage a new market. Optional: Trading internationally – the basics and what businesses need to consider, then more advanced content for those that require it to include structural changes in the international economy and changes in institutions of global governance of international trade. 	1. Face to Face 2. Online	2 Hours of business consultancy. Plus up to four 7 hour training sessions as required.	Fully funded



SECURITY

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 in Working as a Door Supervisor	Global Partnership Europe Ltd	Working as a door supervisor.	1. Face to face in centre or workplace 2. Online (partial)	50 hours	£360
Level 2 in Working as a Cut Operator	Global Partnership Europe Ltd	Working as a cut operator.	1. Face to face in centre or workplace 2. Online	36 hours	£300
Level 2 in Working as a Security Officer	Global Partnership Europe Ltd	Working as a security officer.	1. Face to face in centre or workplace 2. Online	28 hours	£250
Level 2 Award for Working as a Door Supervisor within the Private Security Industry	Pure Training Solutions Limited	Level 2 Award for Working as a Door Supervisor within the Private Security Industry.	1. Face to face in centre or workplace 2. Blended face to face and online	52 hours	£350
Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry	Pure Training Solutions Limited	Level 2 Award for CCTV Operators (Public Space Surveillance) in the Private Security Industry.	1. Face to face in centre or workplace 2. Blended face to face and online	31 hours	£350
Level 2 Award for Working as a Security Officer within the Private Security Industry	Pure Training Solutions Limited	Level 2 Award for Working as a Security Officer within the Private Security Industry.	1. Face to face in centre or workplace 2. Blended face to face and online	38 hours	£350



SUCCESSION PLANNING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Supporting your Future Talent	Pro-Development (UK) Limited	A programme of support working with future talent in your business including a development centre and assessment tools and related 1:1 support to help embed succession planning and individual growth of talent.	1. Face to Face in workplace 2. Online	12 Hours	£2,000 (Cost quoted is for development centre design, prep and delivery)
Specialist Skills for an Ageing Workforce	University of York	<p>Fully funded consultancy support to help businesses to identify where future gaps in their workforce will be when employees retire from their current roles. Through two hours of free expert consultancy the business will be supported in mapping lines of succession and creating processes to ensure the skills and knowledge are kept within the business.</p> <p>In addition to the bespoke consultancy, the business will also be able to identify key members of the workforce who will be leaving and send them on a mentoring training course. The three hour online course, supported by three hours of asynchronous content will ensure the individual leaving has the skills to be able to mentor colleagues and pass on their knowledge.</p>	1. Face to Face in workplace 2. Online	2 Hours of business consultancy. 3 Hours online mentoring course, supported by three hours of asynchronous content	Fully funded



TRAINING / ASSESSING

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Level 2 Certificate in Fitness Instructing	Global Partnership Europe Ltd	Level 2 certificate in fitness instructing.	1. Face to face in centre or workplace 2. Online	158 Hours	£699
Level 3 Certificate in Personal Training	Global Partnership Europe Ltd	Level 3 certificate in personal training.	1. Face to face in centre or workplace 2. Online	245 Hours	£1,499
Level 3 in Training and Education	Greatest Expectations Limited	Assessing Competence in the Workplace (Award).	1. Face to face 2. Online	54 Hours	£504
Level 3 in Training and Education	Greatest Expectations Limited	Assessing Vocation Related Achievement (Award).	1. Face to face 2. Online	54 Hours	£336
Level 4 in Training and Education	Greatest Expectations Limited	Internal Quality Assurance of Assessment.	1. Face to face 2. Online	45 Hours	£504
Level 2 in Training and Education	Greatest Expectations Limited	Certificate in Information, Advice or Guidance.	1. Face to face 2. Online	70 Hours	£811
Level 3 in Training and Education	Greatest Expectations Limited	Award in Information, Advice or Guidance.	1. Face to face 2. Online	40 Hours	£336
Level 3 Certificate in Assessing Vocational Achievement	Pure Training Solutions Limited	Certificate in Assessing Vocational Achievement.	1. Face to face in centre or workplace 2. Blended face to face and online	84 Hours	£1,230
Level 4 in Teaching and Learning	Source Solutions UK (Hull) Limited	Cert Assessing Vocational Achievement.	1. Face to face 2. Online	84 Hours	£1,200



WOMEN IN THE WORKPLACE

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Stepping into Power & Presence	Pro-Development (UK) Limited	A half day workshop to understand the theories around types of power, unconscious and conscious bias in society and how to build confidence in using and growing your personal power. This course is aimed at females and other minority groups.	1. Face to face in workplace or external venue 2. Online	3 hours	£125 (Cost quoted is per person. Min of 6 people.)
Re-framing the Myths about Females in the Workplace	Pro-Development (UK) Limited	A half day workshop to understand the myths that exist around female behaviour and leadership in the workplace. Some myth busting and practical tips to manage this.	1. Face to face in workplace or external venue 2. Online	3 hours	£125 (Cost quoted is per person. Min of 6 people.)



WORKFORCE DEVELOPMENT

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Title of skills training or consultancy support	Provider	Support description	Delivery options	Duration of support	Cost (Excl. VAT)
Resilience and Motivational Mindset	CDI Alliance Ltd	In an ever-changing environment, our resilience and self-belief are key to support us in challenging times. We will review and identify techniques and tools to enable us to be resilient in difficult situations, negative outcomes and uncertain times. We review the core drivers to motivate ourselves and identify our individual drivers. Without a positive mindset, it can be even more challenging to drive self-motivation and we will review quick wins to make the shift to a positive mindset.	1. Online	3 hours (2 x 90 minute sessions)	£700
Persuasion and Influencing skills	CDI Alliance Ltd	We will explore ways to engage others quickly from starting the conversation with impact to engaging others throughout the whole conversation. We will identify some key influencing quick wins to engage others including techniques to demonstrate your credibility. We will review when we need to persuade or influence others in the workplace and the importance of this and we identify ways to bring others on the journey with us and enable engagement.	1. Online	2 hours (1 x 120 minute session)	£470
Resolving Conflict	CDI Alliance Ltd	We review and share ways in which you can positively manage conflict and help you consider all options rationally and identify the approach that works and delivers the best option.	1. Online	1.5 hours (1 x 90 minute session)	£700
Feedback Skills - Delivering and Received Feedback	CDI Alliance Ltd	Delivering and receiving feedback are core skills to enable development and growth. We review core feedback models and techniques to enable effective feedback, the barriers to giving and receiving feedback and ways to overcome these. We will explore techniques to actively listen to understand rather than listen with the intent to reply. We will review how to spot signs of concern or disengagement and how to unravel them through questioning to open up conversations and to enable effective feedback.	1. Online	1.5 hours (1 x 90 minute session)	£700
Facing and Handling Change Skills and Techniques	CDI Alliance Ltd	We will review how Change can be a positive experience and identify the human psychological response to Change. You will identify techniques to support you in moving through the Change curve and gaining a positive outcome to Change including reviewing common blockers that stops us being open to change and how to overcome these.	1. Online	1.5 hours (1 x 90 minute session)	£470
Time Management Skills and Techniques	CDI Alliance Ltd	We review techniques, tools and practical skills to support the management of time to feel more in control and on top of tasks and the juggle of workloads. We review time stealers and how to combat time stealers and we review established models and techniques that help organisation and prioritisation and avoid procrastination.	1. Online	3 hours (2 x 90 minute session)	£350
Stress Management Techniques in the Workplace	CDI Alliance Ltd	As we continue to work in a busy working world, with different pressures and working from home, we will explore practical techniques and tools to handle stress and the feelings of overwhelm.	1. Online	1.5 hours (1 x 90 minute session)	£350



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Handling Difficult Conversations Techniques and Skills	CDI Alliance Ltd	We will review barriers that stop us having difficult conversations and how to overcome these. We will identify techniques to handle difficult conversations effectively to gain engagement, rapport and create solution focused approach. We will review top tips and techniques to create a solution-based approach to explore new ideas and thoughts to adapt solutions effectively and impactfully.	1. Online	1.5 hours (1 x 90 minute session)	£350
Customer Service	Client Marketing Limited	The key attitudes, skills and principles to deliver customer service and exceed customer expectations.	1. Face to face 2. Online	7 hours	£490
Presentation Skills	Client Marketing Limited	This course will help you present with confidence in different settings and will help you understand how audiences can be engaged and enable you to develop a presentation that achieves your aims.	1. Face to face 2. Online	7 hours	£490
Public Relations	Client Marketing Limited	How to make the most of Public relations to build a company's brand.	1. Webinar	1.5 hours	£150
Complaint Handling	Client Marketing Limited	How to win over customers and to turn conflict situations in to an opportunity to develop excellent relations.	1. Webinar	1.5 hours	£150
Presentation Skills	Client Marketing Limited	This course will help you present with confidence in different settings and will help you understand how audiences can be engaged and enable you to develop a presentation that achieves your aims.	1. Webinar	1.5 hours	£150
Level 2 in Gateway to Independent and Remote Working	Enterprise Made Simple Ltd	How to thrive in a remote working situation from a small businesses point of view, how to learn to build a team around this.	1. Face to face 2. Online 3. Combination of above	60 hours	£724
Level 2 Certificate in Team Leading Principles	Global Partnership Europe Ltd	Certificate in team leading principles.	1. Face to face in centre or workplace	55 hours	£300
Level 2 in Leadership Management	Greatest Expectations Limited	GDPR.	1. Face to face 2. Online	70 hours	£724



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Overcoming Imposters Syndrome & Building Confidence	Pro-Development (UK) Limited	A 2 hour workshop to understand what Imposter Syndrome is, how it inhibits us and practical tools to use to overcome this.	1. Face to face in workplace or external venue 2. Online	2 hours	£100 (Cost quoted is per person. Min of 6 people)
Being my Best - Exceptional Me	Pro-Development (UK) Limited	A one day workshop to understand and explore vision and values of your business and how you can contribute to this, build individual confidence and make connections with other team members.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)
Being my Best - Exceptional Service	Pro-Development (UK) Limited	A one day workshop to explore what exceptional customer service means and how individuals can contribute to this and build customer/client relationships.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)
Building your Future Talent	Pro-Development (UK) Limited	Series of up to 12 (minimum of 6) x 2 hour bespoke skills workshops to support new recruits, females, 50+ or graduates in your business. Topics can be selected from a range of areas: leading self, playing to strengths, managing stress/pressure, wellbeing, resilience, building confidence and assertiveness, communication, teamwork, honest conversations, managing conflict.	1. Face to face in workplace 2. Online	2 hours	£500 (Cost quoted is for a 2 hour session. Min of 6 sessions)
Improve your Time Management and Planning Skills	Pro-Development (UK) Limited	This one day skills workshop will help strip out waste activities, enhance planning, prioritisation and time management techniques to deliver against commitments, and meet the deadlines agreed with colleagues and clients.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)
Building Relationships and Influencing Others	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to build and maintain strong relationships in the workplace and with clients. It will help attendees to build rapport and understand the power of earning goodwill to build strong and lasting relationships.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)
Improving Wellbeing and Resilience	Pro-Development (UK) Limited	This interactive one day skills workshop focuses on how to increase your sense of wellbeing, enabling you to be more resilient at work, avoiding making judgement and reacting in way that increases stress and negative emotion and behaviours.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)
Developing your Emotional Intelligence	Pro-Development (UK) Limited	This one day skills workshop provides an opportunity to define emotional intelligence, consider the impact of emotional intelligence in the workplace and begin to explore personal EI strengths and areas for development.	1. Face to face in workplace or external venue 2. Online	6 hours	£250 (Cost quoted is per person. Min of 6 people)



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Personal Development Online Course	Source Solutions UK (Hull) Limited	Your Personal Development.	1. Online	4 hours	£20
Personal Development Online Course	Source Solutions UK (Hull) Limited	Managing Conflict.	1. Online	4 hours	£20
Personal Development Online Course	Source Solutions UK (Hull) Limited	Performance Management.	1. Online	4 hours	£20
Personal Development Online Course	Source Solutions UK (Hull) Limited	Mentoring for Mentors.	1. Online	4 hours	£20
Personal Development Online Course	Source Solutions UK (Hull) Limited	Managing People.	1. Online	4 hours	£20





This support will be provided as part of the Specialist Skills Support Programme and Business Scale Up Development Programme which are part funded by the European Social Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.