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Lancaster &  
Morecambe  
College

# Leading Lancashire Leadership & Management Courses

Lancaster and Morecambe College have successfully secured European Social Funding to support employees of all ages to develop effective leadership and management skills as well as digital skills. The Leading Lancashire project will work with SMEs and the self-employed in the following Lancashire Local Enterprise Partnership priority sectors; Engineering, Advanced Manufacturing, Energy & Environment, Digital, Creative, Visitor Economy, Financial Services and Construction.

## Business Improvement Techniques

2 December 2020 • 1 day

2 March 2021 • 9:30am-4pm

Within any business, continual improvement and refinement of techniques is critical in maximising the effectiveness of the business and maintaining competitiveness. This session offers the learner business improvement techniques suitable for improving business performance in the workplace, however small.

## Managing Change and Instilling Resilience

9 December 2020 • 9:30am-4pm

10 February 2021 • 9:30am-4pm

Change is inevitable if an organisation is to maintain competitiveness and currency of practice. This course has been designed to enable you to evaluate types of and reasons for change within organisations and be able to select and apply theoretical models for its management.

## Business Planning and Leadership

12 January 2021 • 6pm-9pm

Business Planning and Leadership - This course will offer you an insight into how to write and evaluate a Business Plan. Business planning is an essential component of Organisational Leadership and Development. Often time-consuming, but essential if you want to have a business that is going to survive in a competitive market place. If your business doesn't have one, maybe it's time to start writing it.

## Introduction to the Role of HR

19 January 2021 • 10am - 3:30pm

Increasingly referred to the 'people practitioner', this short course will explore the different activities carried out by the role known as Personnel or Human Resources particularly within the SME.

## Developing your Leadership Skills and Knowledge

19 January 2021 • 6pm-9pm

This session is for anyone who is or aspires to be a leader and wants to develop or enhance their knowledge, skills, insight and understanding of the key components of effective leadership.

## Presentation and Training Techniques

20 January 2021 • 9:30am-4pm

Delivering presentations can be very challenging. Training others can also have many pitfalls. The aim of this session is to equip learners with the knowledge and skills to plan presentations/training sessions to meet the needs of a target audience. It will address issues which may occur during training/presenting e.g. understand learning styles, designing programmes of training, motivate the trainer/clients, presentation techniques, understanding assessment and evaluation.



For further information [lmc.ac.uk/employers/leading-lancashire](https://lmc.ac.uk/employers/leading-lancashire)

**[LMCBusinessAdminTeam@lmc.ac.uk](mailto:LMCBusinessAdminTeam@lmc.ac.uk)**

## Leading Performance and Innovation using Reflective Practice

26 January 2021 • 6pm – 9pm

This course is aimed specifically for leaders and teams in the care sector. It will provide an opportunity to critically reflect and consider the fundamental questions that enable the highest professional standards to be at the centre of care.

## Excel for Managers

27 January 2021 • 9:30am-4pm

This course is for Managers who want to make better decisions through knowledge of manipulating data. Using calculations to model scenarios and provide graphical representation to help with the understanding of goals and targets.

Managers will get the most from this course, if they are already users of Excel and can do basic calculations within the spreadsheets. You will learn more about:-

- Customising Toolbars
- Manipulating Sheets
- Linking Sheets/Books
- Calculation Techniques
- Graphs and Charts

## Managing Data and Information Using Pivot Tables and Excel

2 February 2021 • 9:30am - 4pm

The aim of this session is to equip the learner with the knowledge of using Pivot Tables from Excel to summarise data in a quick and easy manner.

The ability to solve problems, make timely business decisions and respond to customers' needs is all dependent on the ability to manipulate good quality data and information. Learners need only to have a basic knowledge of Excel to be able to gain benefit from this course.

## Resolving and Managing Conflict

3 February 2021 • 9:30am - 4pm

Managing conflict takes resilience. This course is designed to equip you with strategies to manage conflict with confidence, find creative solutions and make difficult decisions

## Leadership and Organisational Culture

10 February 2021 • 6pm – 9pm

This session is an opportunity to develop your knowledge regarding how organisational culture directly impacts upon staff and business performance. This session will offer you an opportunity to reflect upon how organisation culture and performance are inter-related, share your experiences and consider new working practices.

## A Leader's Guide to Coaching for Performance

12/18/19 & 25 February 2021, • 10am-4pm

This 4 day course features the FUEL Coaching Model - how to work with others, coach them to take ownership accountability and improve their performance. This workshop will (over four one day sessions) teach the principles of coaching, teach the difference between coaching and mentoring. Introduce and teach the framework model of FUEL coaching and allow participants to learn, practice, roleplay and master this exciting coaching technique.

## Managing Projects to Achieve Results

24 February 2021 • 9:30am-4pm

This session aims to equip the learner with the knowledge, tools and techniques for managing and monitoring projects or improvements within the workplace.

## Time Management

10 March 2021 • 9:30am-4pm

Do you spend your working day being busy from the minute you arrive at work until the time you leave but achieve very little? If you do then this highly practical workshop is the course for you. You will learn an array of tools and techniques to help you work smarter not harder and control events rather than be controlled by them.



For further information

**[lmc.ac.uk/employers/leading-lancashire](http://lmc.ac.uk/employers/leading-lancashire)**  
**[LMCBusinessAdminTeam@lmc.ac.uk](mailto:LMCBusinessAdminTeam@lmc.ac.uk)**

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