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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.

## Resolving and Managing Conflict

4 May 2021 • 9.30am - 1pm

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.

## Team Building Skills for Managers

19 May 2021 • 9.30am - 4pm

This course is for first line managers, office managers, supervisors and clients who want an insight into building a successful team. The course covers the concept of building effective teams, enhancing team spirit and the stages of team development.

## Disciplinary and Grievance Process

25 May 2021 • 10am - 1pm

Information regarding this course is coming soon.

## Introduction to HR

1 June 2021 • 10am - 3pm

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.

## Equality, Diversity and Inclusion

8 June 2021 • 10am - 1pm

Information regarding this course is coming soon.

## Minute Taking

15 and 22 June 2021 • 5.30pm - 7pm

Minute Taking is a key skill and is often far more involved than is given credit. Many people embark on this with little or no training. Minutes are of vital importance to a meeting. They summarise the discussion, record action points and confirm decisions made. However, if this is not done correctly, they are of little or no use as a record for the meeting.

2 x 1/2 day - you must complete both sessions.

## Negotiation Skills for Managers

23 June 2021 • 9.30pm - 3pm

This course will offer you the confidence to plan a negotiation strategy and execute it to perfection.

Seven methods to improve negotiating are taught, and the most common negotiating errors are exposed. Through a series of role play scenarios you will perfect the best negotiating techniques.



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)**

## **Assertiveness and Decisiveness in the Workplace**

**30 June 2021 • 9.30am - 4pm**

Our assertiveness training will enable you to understand the processes which will make you more effective and increase your confidence and sense of achievement. Anyone who needs to master the principles and practices of effective, assertive communication should attend this course.

## **Interview Techniques**

**14 July 2021 • 9.30am - 1pm**

The course introduces a structured approach to help with preparation and planning and is ideal for those who are new to interviewing – this includes, managers, supervisors, HR, anyone whose jobs require them to take part in the effective recruitment and selection interviewing process.

## **Advice and Guidance**

**21 July 2021 • 9.30am - 1pm**

This is primarily concerned with practitioners who work directly with clients, disseminating information, advice and some level of guidance. They will be working with information that is often interpreted by others and working within some clear guidelines.

## **Coming soon**

### **Time Management**

### **Managing Change and Instilling Resilience**

### **Business Improvement using Japanese Techniques**

### **Resolving and Managing Conflict (Emerging Leaders)**

### **Managing Change and Instilling Resilience**

### **Excel for Managers**

### **Managing Data Using Pivot Tables**

### **Presenting for Success (Emerging Leaders)**

### **Managing Projects to Achieve Results**



For further information

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

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**LMC Business**

**LEADING LANCASHIRE**  
LEADERSHIP AND  
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