

Fully
funded
on-line courses
available to
enrol on
today

Leading Lancashire Leadership & Management Courses

We have successfully secured European Social Funding to support employees of Lancashire based SMEs to develop effective leadership and management skills to use in the workplace. The programme is now available through remote access using on-line platform video conferencing, and can be accessed from home enabling you to develop your skills through training, coaching and support.

Managing Change and Instilling Resilience

29 July 2020 • 2.5 hours

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 Improvement Techniques Part 1 and 2

Part 1: 24 June 2020 • 2.5 hours

Part 2: 26 June 2020 • 2.5 hours

Part 1: 12 August 2020 • 2.5 hours

Part 2: 19 August 2020 • 2.5 hours

Within any business, continual improvement and refinement of techniques is critical in maximising the effectiveness of the business and maintaining competitiveness.

These sessions offer the learner business improvement techniques suitable for improving business performance in the workplace, however small.

To improve the efficiency of the workplace, the sessions will cover:

- The application of continuous improvement techniques
- Flow process analysis
- Visual management systems
- To reduce/eliminate waste
- The application of Kaizen activities within the workplace
- Problem solving to reduce costs and improve quality, delivery and responsiveness
- The application of potential failure modes and effects analysis
- The principles and application of Poka Yoke (mistake/error proofing)

Business Planning and Leadership

24 June 2020 • 10am-1pm

22 July 2020 • 10am-1pm

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.

Managing Data and Information Using Pivot Tables and Excel

29 June 2020 • 2.5 hours

13 July 2020 • 2.5 hours

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.

The course will look at:

- Manipulating data from information already available
- Using the Headings to change the information
- Sorting and Filtering
- Multiple tables on one page
- Using Count, Sum and Average on Calculations
- Graphs and Charts from Pivot Tables
- Presentation of Pivot Table information

Presentation and Training Techniques Part 1 & 2

Part 1: 1 July 2020 • 2.5 hours

Part 2: 8 July 2020 • 2.5 hours

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.

The sessions will look at:

- Making the learner aware of inclusive issues during training and presentations
- Looking at the skills and abilities of an effective presenter
- Address issues which may occur during training others
- Understand learning styles to help with training
- Help design programmes of learning
- Motivate the trainer/clients
- Presentation techniques
- Understanding assessment and evaluation

Contributing to the Delivery of a Project

6 July 2020 • 2.5 hours

22 July 2020 • 2.5 hours

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

It also identifies approaches to managing risk and responding to the needs and expectations of others working with the Project/Improvement Plan.

The course will cover the following areas:

- Describing the stages of the Project Life Cycle
- Using a SWOT Analysis for decision making
- Understanding a Project/Improvement Initiation Document (PID)
- Using a Gantt Chart for timeliness
- Designing a risk analysis tool for mitigating risk
- How to monitor progress against a project plan
- Compare methods for communicating project activities to individuals

Leadership and Organisational Culture

1 July 2020 • 10am-1pm

9 July 2020 • 10am-1pm

29 July 2020 • 10am-1pm

Leadership and Organisational Culture - 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.

Leading Performance and Innovation using Reflective Practice

8 July 2020 • 2.5 hours

6 Aug 2020 • 2.5 hours

Leading Performance and Innovation using Reflective Practice - 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.

Developing your Leadership Skills and Knowledge

15 July 2020 • 2.5 hours

12 Aug 2020 • 2.5 hours

Developing your Leadership Skills and Knowledge - 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.

Time Management

5 August 2020 • 10am-4pm • 1 day

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 www.lmc.ac.uk/employers/leading-lancashire

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Leading Lancashire is part-funded by the European Social Fund



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Business

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