

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.

Business Improvement Techniques

12 August / 2 December 2020 • 1 day

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:

Time Management

5 Aug / 30 Sept 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.

Leading Performance and Innovation using Reflective Practice

6 Aug / 16 Sept 2020 • 2.5 hours

13 October 2020 • 6pm-9pm

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.

Business Planning and Leadership

2 September 2020 • 10am-1pm

10 November 2020 • 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.

Developing your Leadership Skills and Knowledge

12 Aug / 23 Sept 2020 • 2.5 hours

24 November 2020 • 6pm-9pm

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. Leading Performance and Innovation using Reflective Practice

Leadership and Organisational Culture

9 Sept 2020 • 10am-1pm

6 October 2020 • 6pm-9pm

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.

Managing Projects to Achieve Results

9 Sept 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.

Introduction to the Role of HR

15 Sept 2020 • 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.

Excellence in Customer Service

16 Sept 2020 • 2.5 hours

The aim of this session is to equip the learner with an understanding of how to deliver a great customer experience that meets and exceeds the expectation of the customer.

Presentation and Training Techniques

23 September 2020 • 1 day

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.

Resolving and Managing Conflict

4 November 2020 • 2.5 hours

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

How to Manage Performance and Develop Your Team

4 November 2020 • 2.5 hours

The ability to lead individuals and teams to success is arguably the most important skill a manager can possess. This course focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role.

You will look at techniques to assess current and future team capabilities, including the role of recruitment, selection and staff development which supports this topic.

Managing Data and Information Using Pivot Tables and Excel

13 November 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.

Managing Change and Instilling Resilience

9 December 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.



For further information www.lmc.ac.uk/employers/leading-lancashire

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