

MANOR ROYAL TRAINING *Be part of it!*

MAY 2024 - OCT 2024



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES



MANOR ROYAL

EVENTS CALENDAR

Wednesday 17 May 2024

Manor Royal Know Your Neighbour

A chance to meet Manor Royal - providing a real platform for local trade for the people and businesses operating on Manor Royal.

Wednesday 12 June 2024

Manor Royal: Six-a-side Charity Football Tournament

Get ready for the Euros and enter a team into this year's charity football tournament taking place at K2 Crawley; closing date for entries is 31 May 2024.

Wednesday 4 September 2024

Manor Royal: Charity Netball Tournament

Following the success last year's event, we are once again encouraging mixed teams to come along to K2 Crawley for a fun evening of netball; closing date for entries is 31 July 2024.

Thursday 26 September 2024

Manor Royal People Conference

Bringing together business owners, managers and HR professionals who want to build and lead teams that are motivated for success. Focused on sharing and promoting good practice, the event provides expert insights and the chance to connect.

Wednesday 6 November 2024

Manor Royal Matters

Bringing together Manor Royal businesses, stakeholders and supporters this half day conference will review the progress made in the past year, assess how the area is changing and include a series of short, informative seminars with expert speakers.

Wednesday 4 December 2024

Manor Royal Christmas Event

An informal evening hosted by a Manor Royal company packed with festive fun and a chance to network with drinks, nibbles, live music and entertainment. A great way to unwind after a busy year.

OTHER EVENTS

Please check our events pages for other events including Connected Crawley (informal breakfast networking with GDB, Crawley Town Centre BID and Freedom Works), Creative Commerce (an arts and culture inspired event in partnership with Creative Crawley) and Manor Royal Winter Careers Fair.

To book your place please visit
www.manorroyal.org/events

*All Manor Royal BID events are exclusively for Manor Royal based companies and are FREE to attend unless advertised as a charity event where a donation is required.

QUALITY TRAINING FOR LESS WITH MANOR ROYAL BID

Welcome to the 17th Manor Royal BID training programme delivered in partnership with Crawley College exclusively for Manor Royal based companies.

This is one of numerous services the Manor Royal BID provides to Manor Royal people and businesses and is one of our most popular.

Not including data from the previous phase (16), since 2015 there have been over 250 courses delivered through this partnership, to over 1,900 learners who have collectively saved over £200,000.

That's big savings and lots of better trained people.

We continually review the programme in response to feedback, so if there is a course or subject not covered by this phase of training that you would like to see included in a future phase do let us know.

Once again, thanks those Manor Royal host companies who have made their rooms available. This allows us to combine great training outcomes with building local connections across the Business District.

To find out more about other services we provide visit:

www.manorroyal.org/benefits

To participate in our events for fun, information and connections see:

www.manorroyal.org/events

My thanks, as always, to Crawley College for their continued support and valued partnership.

Steve Sawyer
Executive Director, Manor Royal BID

MANOR ROYAL SAYS “MOVE IT”

The “Move it” initiative aims to revolutionise how we travel to work by promoting more active and sustainable travel behaviours among Manor Royal businesses and staff.

Why sustainable travel matters?

Frustrations related to congestion and parking are among the top concerns for Manor Royal businesses and staff. By reducing our reliance on single-occupancy car journeys and investing in transport infrastructure and solutions, we can slash carbon emissions, alleviate traffic congestion, improve air quality, help employees cut costs as well as alleviate the pain of travelling to the business district.

The benefits

Find out how your staff can travel more sustainably whether by foot, bike, train or bus, take advantage of public transport discounts for your staff, host a free staff Move It roadshow or pop-up event, find out about EV charging, help ease parking pressures and tap into the advice, guidance and support to help ease your travel woes, reduce your carbon footprint and encourage staff wellbeing.

This is free for Manor Royal businesses to access.

Find out more at:
www.manorroyal.org/Move

The Move It Initiative is delivered as part of the Crawley Growth Programme in partnership with West Sussex County Council, Crawley Borough Council, Metrobus and Ease It.



OUR TRAINING

The following pages detail our training programme delivered in partnership with Crawley College exclusively for Manor Royal based companies.

HOW TO BOOK

Booking a training course with Crawley College could not be easier. We offer three simple ways for you to do this:

- 🌐 www.crawley.ac.uk/manorroyal
- ✉ train@ccgtraining.ac.uk
- ☎ 01293 442344



LEADERSHIP TRAINING

For new and existing leaders to gain the greatest benefit, we recommend you complete all courses.

Course	Date/Time	Location	Manor Royal Price
Effective Leaderships Skills This course will give delegates an understanding of leadership styles, the impact different styles have on those who are 'led' and how to choose the most appropriate approach for a given situation. This course will also be useful if you want to understand more about how to develop the leadership styles of your management team.	10/05/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
New to Team Leading Develop an understanding of team dynamics, SMART objectives, and the impact of good management style in the workplace. Delegates will learn a range of skills including how to recognise working styles within their teams, how to communicate effectively as a leader and how to develop their own management style.	22/05/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
Coaching Skills for Managers Coaching skills are an essential part of any management role and effective coaching will in turn reap rewards for any business, increasing productivity and efficiency. This course develops delegates' coaching strategy using a range of tools, including identifying areas for improvement, using goal setting techniques, and encouraging meaningful feedback.	28/08/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250

“GREAT COURSE, VERY WELL DELIVERED AND HOPEFULLY I’LL BE BACK AGAIN SOON!”

Dan Somogyi of Presteigne Broadcast Hire

IT TRAINING

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
Excel for Beginners Learn how to create spreadsheets containing formulae, covering the wide range of tools available within the package to manage the data, and providing knowledge of the basic elements, such as entering formulas, formatting cells, freezing, and splitting.	14/05/2024 09.30-16.30 03/09/2024 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £160
Excel Intermediate For those who already use Microsoft Excel to create simple formulae, this course provides further knowledge of the program and its more advanced features, enabling delegates to use a wider range of tools and useful calculations including charts, conditional formatting, the If function, and object linking and embedding.	11/06/2024 09.30-16.30 01/10/2024 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £170
Excel Advanced For delegates who wish to gain knowledge of some of the advanced features and formulae within Excel. Topics include auditing, look up tables, macros and assigning code to buttons, IF revisited, AND function, text functions, goal seeking, scenarios, consolidation of data, working with fractions, sub totals and pivot tables.	02/07/2024 09.30-16.30 22/10/2024 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180

“EXCELLENT TEACHER, VERY CONCISE.”

Conor Haskins - ILG



BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Effective Time Management Managing time means gaining more control over how we spend it, and there are some straightforward techniques that can be applied. It is chiefly about conditioning our environment rather than allowing our environment to condition us, and not allowing time pressures to build up from the interruptions, questions or demands of others. You will cover the following topics: Recognising time styles, prioritising, and scheduling tasks, recognising, and managing timewasters and procrastinators, delegation and setting objectives.	26/06/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
Developing Excellence in Customer Service This highly interactive course will give delegates the knowledge, understanding and confidence to deliver an outstanding service experience, while at the same time be ambassadors of service, with the skill to coach team members back in the workplace.	19/09/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
Introduction to Successful Project Management From project brief to post implementation review, delegates will gain extensive project management skills enabling their projects to be completed within a given timescale and on budget, while meeting their aims and objectives.	10/06/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250

FIRST AID TRAINING

Learn how to provide emergency first aid at work.

Course	Date/Time	Location	Manor Royal Price
Emergency First Aid at Work Suitable for those who are required to act as a First Aider, with the emphasis on preventing situations from becoming worse and maintaining life until help arrives. Certificate valid for 3 years.	17/06/2024 09.30-16.30 27/09/2024 09.30-16.30 16/10/2024 09.30-16.30	CGG CGG CGG	MR Levy £50 Non-Levy £115 Std £150

“GRANT IS VERY GOOD & INTERESTING - GREAT KNOWLEDGE.”

Jackie Hastings - Treetop Design and Print

“TRAINER WAS EXCELLENT”

Edward Kear - ROC



WELLBEING TRAINING

Increase your awareness, acceptance and knowledge of emotional wellbeing in and out of the workplace.

Course	Date/Time	Location	Manor Royal Price
Developing and Maintaining Resilience Resilient people demonstrate great flexibility, high energy, and mental agility and consistently perform at their highest level. They have strong relationships and support networks that help them to amplify their productivity and results. The beauty of resilience is that whilst it's partly about personality and genetic make-up, there are also learnable skills, and this training can help to boost these.	17/10/2024 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250

FIRE WARDEN TRAINING

Learn how to prevent and respond to fire hazards within the work place.

Course	Date/Time	Location	Manor Royal Price
Fire Warden and Awareness Training This training course has been designed to meet the needs of businesses to meet the requirement to have trained fire marshals and fire awareness training. Although we think fire is rare and will never happen to us, we will learn the harsh realities of the dangers posed by fire and the cost to businesses, should a fire happen. We also run practicals in "VR" immersive experience which is both challenging and fun in equal measure.	30/05/2024 09.30-16.30 09/09/2024 09.30-16.30	Elekta	MR Levy £50 Non-Levy £115 Std £200

"OPENS YOUR MIND TO DIFFERENT THINKING, DIFFERENT APPROACH."

Caroline Allen - ILG

"A REALLY WELL DELIVERED AND STRUCTURED COURSE PACKED WITH A LOT OF INFORMATION."

Luke Taylor - Sales of Metrobus

MEET THE TRAINERS



Darren Robathan

Training for 6 years now, I love teaching all things fire, first aid and health and safety. Our fire training leaves an experience to remember using our virtual reality fire training simulator, where you get immersed into a virtual reality and put to the test. I take pride in ensuring you will have the best experience training with us.



Deborah Naylor

With over 25 years as a business consultant, coach and training and development expert, Deborah has real evidenced business acumen which she has used to develop over 19,000 candidates.



Grant Pearce

Grant really is a 5 star trainer who takes pride in what he does and how he teaches. Using modern intuitive equipment, Grant will ensure you have an experience to remember which will give you the knowledge and skills you need to tackle emergencies requiring a first aider.



Paula Dickenson

Paula moved to training from a role in the telecoms industry, she has been delivering all levels of IT education for over 20 years. A self confessed geek she likes to share tips and tricks on how to get the most out of the world of computers.



Richard Brooks

The owner and director of SETAS, a specialist employability and mental health services provider, based in Horsham, Richard has been working in the employment support and mental health space for twenty years. He is an accredited instructor for Mental Health First Aid England and Fellow of the Institute of Employability Professionals.

FREE E-LEARNING COURSES



Access eLearning courses are available FREE for all Manor Royal businesses to support your employees training needs. From Workplace Skills, Mental Health and Wellbeing to Cyber Awareness training. Courses include *:

- Sustainable Development
- Energy Efficiency Awareness
- Finance for Non-financial Managers
- Introduction to Project Management
- Coaching Skills
- Unconscious Bias
- Financial Wellbeing
- Right People, Right Role
- Five ways to Wellbeing
- Consumer Rights
- Working Safely and Securely
- Fire Warden Training
- Protecting your business from Cyber Attacks
- Handling Data

* Many more course titles are available

This fantastic offer has been subsidised through the BID, meaning that **ALL Manor Royal businesses** can have access to this e-learning portal FREE of charge.

For more information you can visit
www.manorroyal.org/access
or contact the BID office
info@manorroyal.org



FREE WELLBEING SUPPORT



Supporting your employee's wellbeing is especially important at a time when the cost of living is adding an extra strain to people's mental health and wellbeing and impacting on productivity. Manor Royal BID has partnered up with Wellbeing with Cari to offer FREE wellbeing support including:

- Wellbeing consultations for all employees
- Immediate, tailored support and insights (giving you real data on how your people are feeling)
- An individual wellbeing audit for your business, identifying the ROI on your interventions and your people's ability to perform at their best
- Wellbeing Champion training – One FREE place for each Manor Royal business
- Regular wellbeing webinars focussing on relationships, resilience, performance, sleep, and more



To start your FREE wellbeing consultation please scan the QR code.

For more information you can visit
www.manorroyal.org/wellbeing
or contact the BID office
info@manorroyal.org



MANOR ROYAL BID VOLUNTEERING PROGRAMME



Conservation based volunteering for team building, to improve the environment and build a sustainable community

The Manor Royal BID works with Sussex Wildlife Trust to provide a unique, cost free opportunity for Manor Royal based employees to participate in conservation based volunteering and team building activities

at Crawter's Brook People's Park or at one of over 30 nature reserves across Sussex.

Whether you are looking for an informal team building activity or simply the chance to support the wildlife and give something back to the community, we have the opportunity for you.

At Crawter's Brook People's Park...

Manor Royal's largest green space, a five acre area and home to different forms of nature and wildlife – as well as a great space to unwind at lunch, have a meeting or escape for some peace and quiet.

Step into nature and help make Crawter's Brook a place where wildlife and people can thrive. Activities include Himalayan Balsam Removal, coppicing and scrub clearance. Physical conservation work is the main part of the day whilst learning about the habitat and wildlife within it.



For more information you can visit www.manorroyal.org/volunteering or contact the BID office info@manorroyal.org

MANOR ROYAL: A PLACE WITH BENEFITS

Through the Manor Royal BID, you automatically gain access to a range of services and benefits that might not necessarily be available somewhere else, including:



Cheaper staff travel



Free events programme



Additional security measures, business watch membership



Additional winter and grounds maintenance



Low cost training programme



Tailored magazine and dedicated communication



Dedicated point of contact



Free and unlimited job board access



Access to bespoke business directory



Cost-saving schemes and employee benefits



On-going and continued investment



Support and facilities

The list of additional services, benefits and projects being delivered is constantly changing. Please visit the Manor Royal BID website for the latest details:

www.manorroyal.org



CCG | Training

TRAIN WITH US

at Crawley College

Trade Courses

We work with industry experts including the NICEIC, City & Guilds and OFTEC to ensure you receive relevant certification and training. Choose from specialist courses in construction, electrical, gas, plumbing and oil including:

- > 18th Edition Wiring Regulations
- > C&G 2391-52
- > C&G 2396

All Manor Royal BID Levy payers are entitled to an exclusive 20% discount on selected training courses delivered at Crawley College.

We are delivering a range of renewable courses from October 2023, if you are interested, please visit our website for further information.

Contact Us

Email train@ccgtraining.ac.uk to find out more or visit crawley.ac.uk



Chichester
College
Group

Short Courses

Our flexible range of short courses are an ideal way to give you the vital skills and certifications you need to excel in your role. Courses include:

- > Introduction to Social Media
- > Employment Law
- > Professional Presenting Techniques
- > Adobe Photoshop

THANK YOU TO OUR BUSINESS HOSTS



WELLAND MEDICAL
wellandmedical.com



HARWOODS JAGUAR LAND ROVER
harwoods.co.uk



ELEKTA
elekta.com



CGG
cgg.com

CONTACT US

Manor Royal BID Office:

 01293 813 866

 info@manorroyal.org

 manorroyal.org

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01293 442344
crawley.ac.uk/manorroyal