

MANOR ROYAL TRAINING *Be part of it!*



NOV 2025 - APR 2026



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES



WORKING IN PARTNERSHIP FOR A BETTER MANOR ROYAL

Manor Royal BID and Crawley College have been working together for over 10 years to deliver this bespoke training programme. Specifically designed for Manor Royal companies and staff, the benefits and savings have been impressive.



Over 300 courses delivered



**Well-established
10 partnership**



**Over £200,000
saved by Manor
Royal companies**



**100s of businesses
benefitting**



**Over 2,000
learners**



**20 phases
of bespoke,
discounted training
delivered locally**

**Working in partnership
for over 10 years**



QUALITY TRAINING DELIVERED LOCALLY FOR LESS

Welcome to the 20th Manor Royal BID training programme.

It is a testimony to the enduring partnership between the Manor Royal BID and Crawley College to have devised 20 phases of bespoke and discounted training, exclusively for Manor Royal based companies.

In what is something of an anniversary of this collaboration, it is fantastic to be able to offer such a diverse and comprehensive mix of training that not only provides people with the skills they need, but also provides

an opportunity for people from different companies to come together and learn from one another.

Our thanks to those companies that support the programme by offering to host a training course and by doing so help keep the cost low for everyone.

If there is a course you want to be included in a future phase of training, please get in touch and let us know.

Steve Sawyer
Executive Director, Manor Royal BID

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

To discover the projects we are delivering see:

www.manorroyal.org/projects

MANOR ROYAL

EVENTS CALENDAR

Thu 25 Sep 2025 | 09.15-13.00 **Manor Royal People Conference**

Designed for Manor Royal business owners, company managers and HR professionals who want to build and lead teams that are motivated for success. This event provides expert insights and the chance to connect with others with responsibility for recruiting and managing people in Manor Royal. Includes networking lunch.

Tue 4 Nov 2025 | 09.15-13.00 **Manor Royal Matters Conference**

The Conference, being held at The Crowne Plaza Hotel in Langley Green, Crawley, incorporates our Annual Review and brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal. Includes networking lunch.

Wed 3 Dec 2025 | 18.00 **Manor Royal Christmas Event**

Hosted by Harwoods Jaguar Land Rover, join us and colleagues and friends from across Manor Royal for this relaxed festive celebration with food, drink, festive music, charity raffle, spot prizes and entertainment.

Wed 3 Jun 2026 | 09.30-14.30 **Manor Royal Know Your Neighbour**

Taking place at The Hawth Theatre, providing a real platform for local trade for the people and businesses operating on Manor Royal. The aim of the event,

now in its 13th year, is to encourage local trade, helping local companies showcase themselves to each other and identify business development and supply chain opportunities. Once again, the event will be open to the general public to attend and see the range of businesses trading on Manor Royal.

Jun 2026 | 18.00-20.30 (Date TBC) **Manor Royal Football Tournament**

Charity friendly 6-a-side football tournament at K2 3g Pitches, Crawley. Register your interest by email to: info@manorroyal.org

CONNECTED CRAWLEY

Free informal networking every quarter bringing together members from Gatwick Diamond Business, Freedom Works, Crawley Town Centre BID and Manor Royal BID. Check the website for details.

FREE FOR MANOR ROYAL

Other events to be added. All Manor Royal events are free for Manor Royal companies and people to attend.

Book your place and find other events at:
www.manorroyal.org/events

TRAINING COURSES

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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
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.	13/11/2025 09.30-16.30	Harwoods JLR	MR Levy £50 Non-Levy £115 Std £260
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.	22/04/2026 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260

“VERY GOOD, VERY INFORMATIVE! THANK YOU!”
 Dave Hughes - Ampito

“EXCELLENT COURSE, WELL LAID OUT.”
 Nathan Booker - Aerospace Logistics



MANAGEMENT TRAINING

Develop the skills and confidence to lead teams effectively and achieve organisational goals.

Course	Date/Time	Location	Manor Royal Price
Performance Management This course explores key techniques and models for managing performance and talent in the workplace. Learners will evaluate coaching and mentoring approaches, motivational strategies, and team development methods to build high-performing teams. By identifying individual strengths and applying effective management practices, participants will be equipped to lead with confidence, support growth, and drive sustained performance.	10/12/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260
Finance for Non-Financial Managers This course provides a practical introduction to financial management for those without a finance background. Learners will explore budgeting, financial forecasting, and the use of financial data to support decision-making. By understanding key financial principles and knowing when to seek specialist advice, participants will gain the confidence to manage budgets effectively and assess the financial impact of their actions.	14/01/2026 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £260

“OVERALL GREAT COURSE, AMAZING TUTOR! THANK YOU!”

Anita Dymek - Cementaid (UK) Limited



MANAGEMENT TRAINING (CONT.)

Develop the skills and confidence to lead teams effectively and achieve organisational goals.

Course	Date/Time	Location	Manor Royal Price
Operational Planning This course develops the skills needed to contribute to strategic and operational business planning, from setting KPIs and managing resources to creating and monitoring performance plans. Learners will explore how organisational values and ethics influence decision-making, ensuring that planning aligns with both business objectives and ethical standards. Through practical techniques, participants will gain the confidence to lead with purpose and deliver results responsibly.	04/02/2026 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260
Effective Delegation This course explores the essential process of delegation and how to apply it's techniques to maximise the effective and efficient use of resources within an organisation. Participants will learn to define delegation, understand it's core principles, recognise it's benefits, and identify potential barriers. The training also covers how to plan and allocate work to individuals and teams using sound delegation practices, clarifies the distinction between authority and responsibility, and guides learners in establishing robust systems for monitoring, reviewing, and providing feedback on delegated tasks.	18/03/2026 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260



MANAGEMENT TRAINING (CONT.)

Develop the skills and confidence to lead teams effectively and achieve organisational goals.

Course	Date/Time	Location	Manor Royal Price
Business Planning This course introduces learners to key operational management approaches and models, showing how they align with strategic planning. Participants will explore the essential components of a viable operational plan, including setting KPIs and managing resources, while also understanding the importance of contingency planning to ensure business resilience and adaptability.	15/04/2026 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260
Conflict Management This course provides practical strategies for recognising, addressing, and resolving workplace conflict. Learners will explore conflict management models and communication techniques to handle disputes at various levels. Emphasis is placed on identifying barriers to change, adapting communication styles, and evaluating one's role in managing conflict effectively. By the end of the course, participants will be equipped to foster a more collaborative and resilient work environment.	11/02/2026 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £260



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.	27/11/2025 09.30-16.30 25/02/2026 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £170
Excel Intermediate For those who already use Microsoft Excel to create simple formulae, this course provides further knowledge of the programme and it's 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.	17/12/2025 09.30-16.30 25/03/2026 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180
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.	28/01/2026 09.30-16.30 29/04/2026 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £190

“FANTASTIC COURSE AND BRILLIANT DELIVERY.”
Ashley Davenport - Creative Technology Limited



BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Effective Communication This course equips learners with the communication skills needed to build strong stakeholder relationships, foster collaboration, and manage conflict effectively. Through practical techniques in negotiation, influencing, and networking, participants will learn to share best practices, build trust, and navigate complex situations with confidence and professionalism.	18/11/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £260
Managing Change This course will deal with the impact change has on us, how to help staff to deal with that process and will also look at some of the practical strategies to successfully plan a change process. The course begins by looking at the psychological implications to enable delegates to understand their own reactions before moving on to look at the more practical aspects.	21/01/2026 09.30-16.30		MR Levy £50 Non-Levy £115 Std £260



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.	05/11/2025 09.30-16.30 11/03/2026 09.30-16.30	Viridien	MR Levy £50 Non-Levy £115 Std £160

“GOOD COURSE, EXCELLENT EQUIPMENT. ENJOYABLE BUT KNOWLEDGEABLE. WOULD FULLY RECOMMEND.”

Sarah Kent - Treasure Chest

“GRANT WAS EXCELLENT, VERY ENGAGING, HELPED UNDERSTAND THE CONTENT IN A FUN WAY.”

Shrina Kotadia - Dynamic Beauty

“REALLY GREAT EXPERIENCE WITH GRANT. HIS PASSION IS INCREDIBLE AND REALLY LOVES TO TEACH.”

Oliver Smith - Espresso Solutions



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, 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.	01/12/2025 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £260



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 help businesses meet fire marshals and fire awareness training requirements. 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 have practical's take place in "VR" immersive experience which is both challenging and fun in equal measure.	06/03/2026 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £260

"VERY USEFUL AND ENJOYABLE TO LEARN ABOUT."

Alice Staniford - Kelvin Precision Products Ltd

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



MEET THE TRAINERS



Darren Robathan

Darren has been training for 6 years now and loves teaching all things fire, first aid and health and safety. Fire training leaves an experience to remember using a virtual reality fire training simulator, where you get immersed into a virtual reality and put to the test. Darren takes 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.



Fiona Boyle

Fiona's IT training career began over 25 years ago in the NHS, followed by Local Government. Fiona has a passion for the development of others by delivering friendly, informative, relevant and interactive IT training courses at all levels.



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.



Patsy Shewell

Patsy has over 30 years of experience lecturing in Accounting and Corporate Financial Management in a University and College environment. Patsy firmly believes in the information value add of especially managerial accounting and finance to business leaders and managers. She enjoys helping others to learn to unpack the 'story behind the numbers' produced by accounting.



Laurence Bresh

Laurence is a seasoned marketing communications professional with over 35 years' experience in senior roles across global brands and start-ups, including VisitBritain, STA Travel, and Estée Lauder. A highlight of his career was leading Visit Britain's marketing strategy during the London 2012 Olympic Games. Now semi-retired, he lectures in leadership and management at Chichester College Group and continues to consult as a freelance marketer.

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. They can 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



Sussex
Wildlife Trust



MOVE IT



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.

The Benefits

- Enhanced corporate image
- Cost savings
- Employee well-being and productivity
- Reducing your carbon footprint

How 'Move It' can help

Through 'Move it', we offer a comprehensive suite of resources, incentives, and support to help businesses and their employees make the transition to eco-friendly commuting options. From discounted public transport fares, personalised travel advice and incentives or free staff roadshows we are committed to making sustainable travel accessible, convenient, and rewarding for all.



For more information you can visit
www.manorroyal.org/move

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
Inspection & Testing
- > C&G 2396 Design & Verification

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:

- > Delivering Excellence in Customer Service
- > Train the Trainer
- > New to Team Leading
- > Excel
- > PowerPoint

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

We are now delivering renewable training. If you are interested, please visit our website or get in touch for further information.

Contact us

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



BUSINESS, MANAGEMENT & MANAGEMENT TRAINING

To keep you ahead of the game

Professional roles within Manor Royal's diverse businesses are essential to the area's ongoing growth, innovation, and success.

In collaboration with Crawley College and The Chichester College Group, Manor Royal's business ecosystem provides excellent professional development opportunities for current employees and local workers.

We offer a variety of government-funded and self-funded training programmes to meet the needs of entry, mid, and senior-level talent.

We partner with top industry awarding bodies such as ACCA, AAT and ILM.

Here is a list of our current business and professional apprenticeships available through the Chichester College Group. These programmes support the recruitment and development of new staff, as well as upskilling and accrediting your existing team using government funding:

- > Administration Assistant Level 2
- > Customer Service Practitioner Level 2
- > Business Administration Level 3
- > Accounts/Finance Assistant Level 2
- > Assistant Accountant Level 3
- > Multi-Channel Marketer Level 3
- > Content Creator Level 3
- > HR Support Level 3
- > Team Leader/Supervisor Level 3
- > Professional Taxation Technician AAT Level 4
- > People Professional HR Level 5
- > Operations/Department Manager ILM Level 5

For more information, please contact us at philip.perryman@gbmc.ac.uk



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 always growing. Please visit the Manor Royal BID website for the latest details:

www.manorroyal.org/benefits



THANK YOU TO OUR BUSINESS HOSTS



BASEPOINT BUSINESS CENTRE

Metcalf Way, Crawley, RH11 7XX
basepoint.co.uk



CREATIVE TECHNOLOGY

Sussex Manor Business Park, E2,
Gatwick Rd, Crawley, RH10 9NH
ct-group.com



ELEKTA

Linac House, Fleming Way,
Crawley, RH10 9RR
elekta.com



HARWOODS JAGUAR LAND ROVER

Manor Royal, Crawley, RH10 9LW
harwoods.co.uk



VIRIDIEN

Crompton Way, Manor Royal Estate,
Crawley, RH10 9QN
viridiengroup.com



WELLAND MEDICAL

Hydehurst Ln, Crawley, RH10 9AS
wellandmedical.com

CONTACT US

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 **info@manorroyal.org**

 **manorroyal.org**

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Working in partnership for a better Manor Royal



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