

MANOR ROYAL TRAINING *Be part of it!*



NOV 2026 - APR 2027



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES

Crawley
College

MANOR ROYAL EVENTS CALENDAR

Tue 10 Nov 2026 | 9:15 - 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.

Thur 10 Dec 2026 | 18:00

Manor Royal Christmas Event

Hosted by Southeast Motors Jaguar Land Rover Crawley, 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.

Mar 2027 | TBC

Manor Royal Jobs Fair

Help job seekers to find their future on Manor Royal in your business, where you can exhibit for free alongside other Manor Royal companies.

May 2027 | 11:30 - 15:00

Manor Royal Recognition Awards Lunch

Celebrating those in the Manor Royal community that go above and beyond! Following a successful event in 2025, it's back with some new categories. The award lunch will be for successful finalists and by invitation only. **Entries open January 2027 at www.manorroyal.org/awards**

Thur 03 Jun 2027 | 09:30 - 14:30

Manor Royal Know Your Neighbour

Taking place at The Hawth Theatre, providing a platform for local trade for the people and businesses operating on Manor Royal to encourage local trade to help local companies showcase themselves. From mid-morning, the event will be open to the general public to attend and discover the range of businesses trading on Manor Royal.

June 2027 | 18:00 - 20:30

Manor Royal Football Tournament

Ever popular and usually over-subscribed, this friendly charity 6-a-side football tournament takes place at K2 Crawley. Reserve your place by email to the BID Office 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 events at:
manorroyal.org/events

QUALITY TRAINING DELIVERED LOCALLY FOR LESS

Welcome to the 22nd Manor Royal BID training programme.

As we prepare for our annual Manor Royal Matters Conference where we reflect on what the BID delivers for the businesses and people of the business district, I thought I'd offer a sneak peek at the value of this partnership with Crawley College to deliver great training for less, specifically designed around you.

Good reason to look at what's on offer now and to book your place quickly as many of the courses understandably sell out fast. As always, let us know if there is a course you would like to see in a future phase.

Steve Sawyer
Executive Director, Manor Royal BID



29 courses delivered

(*) figures relate to 2025/26



255 people trained



£42,515 saved

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 JOBS BOARD

**FREE AND UNLIMITED
JOB POSTINGS**



The dedicated Manor Royal Jobs Board, powered by LoveLocalJobs.com, has been in place since May 2017 and provides every company in Manor Royal with free and unlimited job postings.

To find out more:
www.manorroyal.org/jobs

Three simple steps to posting your job for FREE:

1. Email info@lovelocaljobs.com with your job description and job title or send us a link to the vacancy.
2. Make sure you include the salary, and tell us which category you would like it featured in. E.g. Sales, Customer Service.
3. Specify the email address you would like the candidate applications to be sent to or we can redirect candidates directly to the vacancy on your site.

It's as easy as that!

BUILDING SKILLS TOGETHER

For more than a decade, Manor Royal BID and Crawley College have worked side by side to support the people and businesses that make our business district thrive. What began as a training partnership has grown into a collaborative relationship that is helping to shape the future workforce of Manor Royal.

At the heart of the partnership is a shared ambition: ensuring local businesses have access to the skills, talent and training they need to grow, while giving local people clear pathways into rewarding careers. By working closely with Crawley College, we are able to connect employers directly with education, helping to ensure courses remain relevant to industry and students graduate with the skills businesses are looking for.

Our collaboration extends far beyond professional training. Together, we support apprenticeships, T Level industry placements, employer engagement, networking events and careers initiatives that bring businesses and students together. These opportunities give employers the chance to inspire the next generation while helping students gain invaluable real-world experience before entering the workplace.



With more than 600 businesses calling Manor Royal home, investing in skills has never been more important. Crawley College continues to be a trusted partner, sharing our commitment to developing talent locally, supporting economic growth and strengthening the future of our business community.

By working together, we're not just responding to today's skills needs - we're helping to build tomorrow's workforce.

To find out more visit:
www.crawley.ac.uk



BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Lean Awareness This interactive workshop introduces the principles of Lean and how they can be applied to improve efficiency, reduce waste and enhance service delivery. Delegates will learn practical problem-solving and process improvement techniques, including process mapping, root cause analysis, 5S and continuous improvement methods. Through real-world examples and hands-on activities, participants will gain the skills to identify improvement opportunities, measure performance and implement effective solutions that add value for customers and stakeholders.	11/11/2026, 09.30-16.30	Elekta	Std £270 MR Levy £60 Non-Levy £125
Commercial Awareness This interactive workshop develops the commercial awareness skills needed to make informed business decisions and contribute effectively to organisational success. Delegates will explore how businesses operate, the impact of internal and external influences, and the importance of understanding customers, stakeholders and organisational objectives. The course introduces practical tools such as PESTLE, SWOT and stakeholder analysis, alongside techniques for problem-solving, innovative thinking and evaluating business decisions. By the end of the programme, participants will be better equipped to think commercially, identify opportunities for improvement and support the achievement of organisational goals.	08/12/2026, 09.30-16.30	TBC	Std £270 MR Levy £60 Non-Levy £125

BUSINESS TRAINING (CONT.)

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Effective Communication Strong communication skills are essential for building productive relationships, influencing others and achieving successful outcomes at work. This practical and engaging workshop explores communication styles, active listening, questioning techniques, stakeholder management, collaboration, negotiation and constructive feedback. Through interactive exercises and self-assessment activities, delegates will develop the skills and confidence to communicate more effectively, build stronger professional relationships and enhance their impact in the workplace.	16/03/2027 09.30-16.30	TBC	Std £270 MR Levy £60 Non-Levy £125
Presenting for Success Whether you're presenting to colleagues, customers, stakeholders or senior leaders, the ability to communicate with confidence and impact is a valuable professional skill. This practical and supportive workshop helps delegates plan, structure and deliver engaging presentations that capture attention and achieve their objectives. Through hands-on practice, feedback and coaching, participants will develop techniques to manage nerves, use visual aids effectively, handle questions confidently and deliver presentations with greater clarity, credibility and confidence.	21/04/2027 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125



FIRST AID TRAINING

Learn how to provide emergency first aid at work.

Course	Date/Time	Location	Manor Royal Price
Emergency 1st Aid at Work This engaging and practical course gives participants the knowledge, skills and confidence to respond effectively to workplace emergencies. Learners will develop the ability to assess incidents, perform CPR, use an AED, treat minor injuries such as wounds and burns, manage choking situations, and provide immediate support to someone who is ill or injured until professional assistance arrives. With a strong focus on hands-on practice and real-life scenarios, the course ensures delegates are prepared to act quickly, safely and confidently when it matters most. Certification is valid for three years.	24/11/2026, 09.30-16.30	Elekta	Std £180 MR Levy £60 Non-Levy £125
	13/01/2027, 09.30-16.30	Viridien	
	11/03/2027, 09.30-16.30	Viridien	

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

Sarah Kent - Treasure Chest

FIRE WARDEN TRAINING

Learn how to prevent and respond to fire hazards within the workplace.

Course	Date/Time	Location	Manor Royal Price
Fire Warden and Awareness Training This dynamic course gives delegates the knowledge, confidence and practical skills to play a vital role in keeping their workplace safe. While fire can feel like a distant risk, this session reveals the real-world dangers and the serious impact a fire can have on people and businesses. Delegates will learn what to do in an emergency, how to take proactive fire-prevention steps, and what their responsibilities are as trained fire marshals. The highlight of the day is an immersive VR practical experience – challenging, realistic and surprisingly fun – where participants can put their new skills into action in a safe, controlled environment.	29/04/2027, 09.30-16.30	TBC	Std £270 MR Levy £60 Non-Levy £125

"VERY USEFUL AND ENJOYABLE TO LEARN ABOUT."

Alice Staniford - Kelvin Precision Products Ltd



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 Get hands-on with spreadsheets and unlock what they can really do. You'll learn how to build smart, accurate spreadsheets using formulas, and tap into a wide range of tools to manage and analyse your data with confidence. We'll cover the essentials - from entering formulas and formatting cells to freezing panes and splitting windows - so you can work faster, stay organised, and present information clearly and professionally.	18/11/2026, 09.30-16.30	Crawley College	Std £175 MR Levy £60 Non-Levy £125
Excel Intermediate Already comfortable with simple formulas? This course boosts your skills to the next level. You'll deepen your knowledge of Excel and unlock more advanced features, using a wider range of tools and calculations to work smarter with your data. Learn how to create clear, impactful charts, apply conditional formatting to highlight what matters, use the IF function for smarter decisions, and work with object linking and embedding to connect your spreadsheets with other documents. By the end, you'll be building more powerful, professional spreadsheets with confidence.	10/02/2027, 09.30-16.30	Crawley College	Std £185 MR Levy £60 Non-Levy £115

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

IT TRAINING (CONT.)

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 Advanced Already confident with the basics? This course unlocks Excel's most powerful features to help you analyse, automate and present data like a pro. You'll dive into advanced formulas and tools, including auditing, lookup tables, macros and assigning code to buttons. We'll also revisit IF, explore AND and text functions, use goal seek and scenarios, consolidate data, work with fractions, and create insightful summaries using subtotals and PivotTables. By the end, you'll be building sophisticated, time-saving spreadsheets with confidence.	14/04/2027, 09.30-16.30	Crawley College	Std £195 MR Levy £60 Non-Levy £125
Word Intermediate This hands-on course is designed for users who already have a basic knowledge of Microsoft Word and want to develop their skills further. Delegates will learn how to create more professional and efficient documents using features such as styles, sections, headers and footers, templates, columns and mail merge. The programme also covers advanced formatting techniques, document automation tools, content controls and customisation options to help improve productivity and consistency. By the end of the course, participants will be confident in producing polished business documents and making full use of Word's powerful intermediate-level features.	03/02/2027, 09.30-16.30	Crawley College	Std £185 MR Levy £60 Non-Levy £115



LEADERSHIP TRAINING

Develop the skills and confidence to lead teams effectively, and inspire performance.

Course	Date/Time	Location	Manor Royal Price
Introduction to Successful Project Management This practical workshop introduces the key principles, tools and techniques of effective project management. Designed for new project managers and project team members, it covers the project lifecycle, stakeholder management, project planning, risk management and progress monitoring. Delegates will gain the skills and confidence to contribute to and deliver projects successfully, helping ensure projects are completed on time, within budget and to the required quality standards.	02/11/2026, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125
Effective Leadership Styles This practical and thought-provoking workshop helps leaders develop a deeper understanding of their leadership approach and its impact on team performance. Delegates will explore the differences between leadership and management, examine a range of leadership styles and models, and learn how to adapt their approach to suit different situations and individuals. The course also focuses on developing leadership vision, building personal authority, motivating others and creating high-performing teams. By the end of the programme, participants will be equipped with the confidence and tools to lead more effectively, inspire others and achieve positive organisational outcomes.	15/12/2026, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125

LEADERSHIP TRAINING (CONT.)

Develop the skills and confidence to lead teams effectively, and inspire performance.

Course	Date/Time	Location	Manor Royal Price
Delivering Effective Appraisals This practical workshop equips managers and leaders with the skills and confidence to conduct meaningful, fair and productive appraisal conversations. Delegates will learn how to prepare for and structure effective performance reviews, provide constructive feedback, encourage open and inclusive discussions, and set clear SMARTER objectives that drive individual and organisational success. The course also explores techniques for handling challenging conversations, reducing bias, creating development-focused action plans and supporting continuous performance improvement through regular follow-up and coaching.	26/01/2027, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125



MANAGEMENT TRAINING

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

Course	Date/Time	Location	Manor Royal Price
Conflict Management This practical and engaging workshop provides delegates with the skills and confidence to manage workplace conflict positively and constructively. Participants will explore the causes of conflict, develop an understanding of different conflict resolution styles, and learn techniques for influencing, negotiating and building trust. The course also introduces effective communication, persuasion and mediation approaches, helping delegates to resolve disagreements, strengthen working relationships and create a more collaborative and productive workplace culture.	02/12/2026, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125
Finance for Non-Financial Managers Finance is an essential skill for today's managers. This practical programme simplifies key financial concepts and builds confidence in interpreting financial reports, managing budgets and making informed business decisions. Using real-life examples and interactive activities, delegates will explore profit, cash flow, budgeting and performance measures, enabling them to contribute more effectively to organisational success.	23/02/2027, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125

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

Anita Dymek - Cementaid (UK) Limited

WELLBEING TRAINING

Build the skills and confidence to enhance wellbeing and resilience in the workplace.

Course	Date/Time	Location	Manor Royal Price
Developing and Maintaining Resilience This practical and interactive programme helps delegates build resilience, manage pressure and strengthen their emotional intelligence. Through self-awareness, stress management techniques and resilience-building strategies, participants will learn how to stay positive, adaptable and effective in challenging situations, while developing a personal action plan to support their wellbeing and performance.	03/03/2027, 09.30-16.30	Welland	Std £270 MR Levy £60 Non-Levy £125

HOW TO BOOK

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

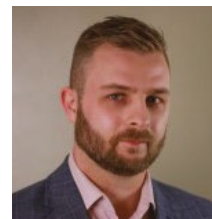
🌐 www.crawley.ac.uk/manorroyal

✉ train@chigroup.ac.uk

☎ 01273 112201 - option 3



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 provides a memorable experience using a virtual reality fire training simulator, where you are put to the test. Darren takes pride in ensuring that you have the best possible training experience 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, 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. Using modern, intuitive equipment, Grant will ensure you have an experience to remember, giving you the knowledge and skills you need to tackle emergencies requiring a first aider.



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 during the London 2012 Olympic Games, STA Travel, and Estée Lauder. Now semi-retired, he lectures in Leadership and Management at Chichester College Group and consults as a freelance marketer.

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:

- > C&G 2391-52
Inspection & Testing
- > C&G 2391 Design & Verification
- > C&G 291-34 Design and
Installation of Domestic and
Small Commercial Electric
Vehicle Charging Installations
- > Heat Pumps
- > Solar PV

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

Contact us

To find out more, email train@chigroup.ac.uk or call 01273 112201 – option 3

Business/ Management & IT:

Our Business, Management & IT courses are the ideal way to gain the essential skills and certifications needed to excel in your role. Courses include:

- > Coaching Skills for Managers
- > New to Team Leading
- > Train the Trainer
- > Excel

Business & 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.

For more information, please contact us at kbushby@worthing.ac.uk

Here is a list of our current business and professional apprenticeships available through the Chichester College Group:

- > Accountant or Finance Assistant – Level 2
- > Administration Assistant – Level 2
- > Artificial Intelligence (AI) and Automation Practitioner – Level 4
- > Assistant Accountant (AAT) – Level 3
- > Business Admin – Level 2
- > Business Administrator – Level 3
- > Content Creator – Level 3
- > Customer Service Practitioner – Level 2
- > Data Analyst – Level 4
- > Data Technician – Level 3
- > HR Support – Level 3
- > Multi-Channel Marketer – Level 3
- > Professional Accounting Technician – Level 4
- > Town Planning Assistant – Level 4

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 unique, cost-free opportunities for Manor Royal employees to take part in conservation-based volunteering sessions at the award-winning Crawter's Brook People's Park.

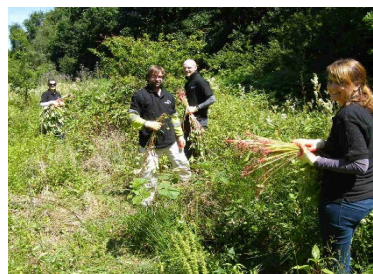
Whether you are looking for an informal team building activity or simply the chance to support the wildlife and give something back to the community, we have the opportunity for you.

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 FOR A SUSTAINABLE FUTURE



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

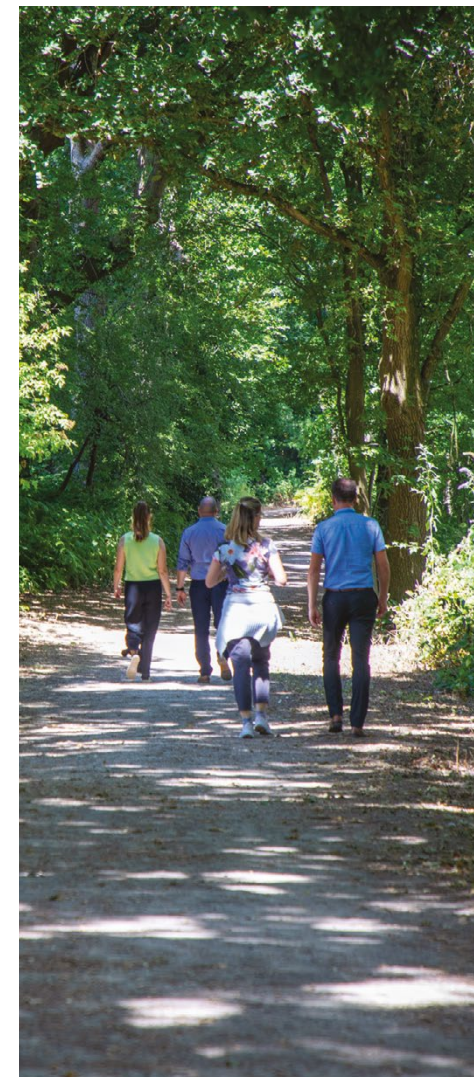
- Enhanced corporate image
- Cost savings
- Employee well-being and productivity
- Reducing your carbon footprint

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.

Book your FREE staff roadshow now!

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



MANOR ROYAL: A PLACE WITH BENEFITS

THANK YOU TO OUR BUSINESS HOSTS

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



ELEKTA

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



VIRIDIEN

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



WELLAND MEDICAL

Hydehurst Ln, Crawley, RH10 9AS
wellandmedical.com

CONTACT US

Manor Royal BID Office:



01293 813 866



info@manorroyal.org



manorroyal.org

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Subscribe to quarterly Manor Royal News Magazine

Working in partnership for a better Manor Royal

**Crawley
College**

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