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# HR Champions

PERSONNEL TRAINING AND DEVELOPMENT



delivering jobs and skills in the city

## Forthcoming Workshops

### ILM First Line Manager (Level 3)

**How Much:** £599 per delegate **Funding for Gloucester Works delegates** (An optional £100 ILM registration fee applies)

**When:** 1<sup>st</sup>, 2<sup>nd</sup>, & 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> June or 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> & 13<sup>th</sup>, 14<sup>th</sup> October

This award is aimed at those who are ready for the next level of supervisory or team leader training. It concentrates more on developing the soft skills that make for an effective and respected manager such as performance management, team building and decision making. Across the five days, the course includes background content of effective communications and of giving and receiving feedback.

### Train the Trainer

**How Much:** £299 per delegate: **Funding Available**

**When:** 1<sup>st</sup>, 2<sup>nd</sup> June or 26<sup>th</sup>, 27<sup>th</sup> October

A two day course ideally suited to Supervisors, Team Leaders or First Line Managers who have the responsibility to train and coach the members of staff who report directly to them. This course does not teach classroom based training skills, but deals more with hands-on and practical day-to-day and on the job training and how to get the best out of your direct reports. The course provides information that can be applied immediately into the workplace or training environment and will give delegates an understanding of why, when and how we should train our employees, and how to deliver and evaluate the effectiveness of their training.

### ILM Team Leader (Level 2)

**How Much:** £299 per delegate: **Free for Gloucester Works delegates** (An optional £100 ILM registration fee applies)

**When:** 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup> June or 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> September

This intensive three-day course provides excellent fundamental training for those likely to become new supervisors/team leaders or who are already in post but who have had little or no formal training. It discusses the application of practical management skills as well as the essential soft skills for managing and motivating a team effectively.

### Leadership Coaching

**How Much:** £500 per delegate: **Funding Available**

**When:** 29<sup>th</sup> June or 20<sup>th</sup> October or 9<sup>th</sup> December

The positive effects of successful and effective people management cannot be understated. Highly motivated and committed staff will be more productive and impact less on their manager's time. The Leadership Coaching programme is specifically designed to help Business Owners, Directors or Senior Managers, to effectively manage people, and so attain the highest possible productivity and efficiently from them. The course outcomes focus on performance management, communication and coaching.

### ILM First Line Manager Specialising in HR Topics (Level 3)

**How Much:** £599 per delegate: **Funding for Gloucester Works delegates** (An optional £100 ILM registration fee applies)

**When:** 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> & 28<sup>th</sup>, 29<sup>th</sup> September or 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 16<sup>th</sup>, 17<sup>th</sup> November

This intensive five-day course provides excellent fundamental training for those responsible for the Human Resource functions of an organisation, but who have had little or no formal training. Alternatively, those currently in, or returning to an HR role may benefit from updating or refreshing their Human Resource knowledge and skills.

### Creating Confidence & Assertiveness Skills

**How Much:** £180 per delegate: **Free for Gloucester Works delegates**

**When:** 5<sup>th</sup> October

The outcome of many situations is often determined by the confidence of those involved. A lack of skill or knowledge can go unnoticed, a conflict can be resolved or a business contract won purely through a display of confidence. Self-analysis tools and practical examples are employed to explore how to become more assertive through positive programming, how to create a feel-good factor and how to deal with stressful and difficult situations effectively. The course is designed to enable participants to understand and practice the necessary skills and approaches for achieving successful outcomes from their working relationships.