



**Short Training and Development Programmes
Supported by Work Books, Information
Packs and Free Elearning**
Workshops and Distance Learning Options
Programme content supports ILM, AMSPAR, City & Guilds & CMI
Qualifications

**✓ From £725.00 per day inc.VAT!
Free Learning Materials!
✓Free Elearning! ✓Free Toolkits!**

Cherith Simmons Learning & Development

The Learning Centre
135-137 Station Road, Addlestone Surrey KT15 2AT
(0044)1932 856565 Fax (0044)1932 856777 Email
enquiries@cherithsimmons.co.uk
www.cherithsimmons.co.uk

Choose from the following great programmes

- Advanced presentation and media skills
 - Appraisal & Performance Management
 - Assertiveness and interpersonal skills
 - Business planning
 - Chairing meetings
 - Change Management
 - Child protection - safeguarding
 - Coaching & mentoring
 - Communication skills
 - Conflict resolution
 - Deprivation of Liberty
 - Employment law
 - Finance for non financial managers
 - Handling difficult situations
 - Health & Safety Essentials
 - Improving Customer service
 - Induction and training
 - Influencing & negotiation
 - Leadership, Supervision & Motivation
 - Lean Six Sigma for service optimisation
 - Managing discipline, grievance and counselling
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- Managing IT including website planning & commissioning
 - Marketing essentials
 - Medical ethics
 - Medical Terminology
 - Minute taking
 - Political awareness and skills
 - Presentation skills (including introduction to PowerPoint)
 - Procurement
 - Project Management essentials
 - Recruitment, selection & interviewing
 - Setting & Controlling Budgets
 - Stress management
 - Team Building
 - Telephone skills
 - Time management & delegation
 - Train the trainer
 - Valuing Diversity
 - Report Writing

Free Programme Materials

All programmes are supported with comprehensive learning materials including Workbooks and Information Packs

Free toolkits

All programmes contain free toolkits for instant use in your workplace

Free elearning

Most are supported with free elearning



Longer programmes

These are programmes designed to get new managers up and running as quickly as possible and can optionally count towards ILM qualifications at Levels 2 – 5.

The New Manager – 3 days

This programme is for those who have been recently promoted or appointed to a manager or team leader position. The programme covers the basics of :

- Leadership & Team Building
- Time management & Delegation
- Objective setting & Performance Management

The programme will contribute towards the ILM Level 3 Award in Management subject to further self-study and completion of the appropriate assessment .

Management Essentials – 5 days

This programme is for those who may not have had recent formal Management Development and wish to benchmark their existing skills. It covers the following areas

- Leadership & Team Building
- Change Management
- Time management & Delegation
- Service improvement
- Performance management

The programme will contribute towards the ILM Level 5 Award in Management subject to further self-study and completion of the appropriate assessment .

Design and tailoring

Programmes will be designed in partnership with the client and tailored to your values, environment and current ways of working by integrating your policies, procedures, protocols and forms where appropriate.

Workshops will equip managers with:

- examples of best practice and proven methodologies,
- a range of tools and techniques to use in the workplace.
- the ability to deliver demonstrable improvements in individual, team and organisational performance

Delivery, style and structure



Our style of delivery is **highly interactive, engaging** and asks participants to challenge their current ways of working.

Our approach enables participants to share existing experience and practice new methodologies in a safe environment, providing them with feedback on their performance.

Programmes contain a combination of theory, practical exercises, case studies and group discussion. Action planning sessions are incorporated to help participants apply techniques developed to the workplace

Workshops are delivered by tutors who are highly experienced in the public, private and not for profit sectors. Workshops include individual, syndicate and group work interspersed with video and paper based case studies, exercises and simulations

Learning materials



All learning materials are provided within the delivery cost. Participants simply log on our Learning Management System – Flexilearner, to access workbooks and information packs, which extend the learning before and after the workshop... **Free elearning** is provided as a back up to most stand-alone workshops. The workbooks contain ready to use **management toolkits** which can be applied immediately in the workplace

Programme management and administration – a one number service

Our dedicated Client Services Managers will be responsible for;

- scheduling and booking venues where appropriate
- providing a help desk for the learning management system
- maintaining records of attendance
- collating evaluations
- acting as the first point of contact for the client and programme members.

Cost effective

All our programmes are designed to produce practical and measurable impacts in the workplace. Our prices are competitive and include VAT. There are no hidden extras

How much? How soon? How do I book?

How much?

All programmes are the **same price regardless of how many people are on the programme** – maximum number 15 per programme

Prices include VAT, programme materials and free elearning where available.

Travelling & subsistence are included within 30 miles radius of our offices

How soon?

Most programmes can be delivered within 3 weeks of booking

How do I book?

3 ways – Just call us on **01932 856565**. Fill in this booking form and Fax it to **01932 856777**

Fill in the form and email to enquiries@cherithsimmons.co.uk.

Programme title	Length		FREE Elearning	Day Rates				selection
	1/2 day	1 day		1/2	1	2-5	5 +	
Advanced presentation and media skills		✓		£450.00 including VAT	£825.00 including VAT	£775.00 Including VAT	£725.00 including VAT	
Appraisal & performance management		✓	✓					
Assertiveness and interpersonal skills	✓	✓	✓					
Away days & facilitation		✓						
Business planning		✓	✓					
Chairing meetings	✓	✓	✓					
Change management		✓	✓					
Child protection - safeguarding	✓	✓						
Coaching & mentoring		✓	✓					
Communication skills		✓	✓					
Conflict resolution		✓						
Deprivation of liberty	✓	✓						
Employment law		✓						
Finance for non financial managers		✓						
Handling difficult situations	✓	✓						
Health & Safety essentials	✓	✓						
Improving customer service		✓	✓					
Induction and training		✓	✓					
Influencing & negotiation		✓	✓					
Leadership, supervision & motivation		✓	✓					
Lean Six Sigma for service optimisation		✓						
Managing discipline		✓	✓					
Managing IT including website planning & commissioning		✓						
Marketing essentials		✓						
Medical ethics	✓	✓						
Medical terminology		✓						
Minute taking		✓						
Political awareness and skills		✓						
Presentation skills (including PowerPoint)		✓	✓					
Procurement		✓						
Project management essentials		✓	✓					
Recruitment, selection & interviewing		✓	✓					
Setting & controlling budgets		✓	✓					
Stress management		✓						
Team building		✓	✓					
Telephone skills	✓	✓						
Time management & delegation	✓	✓	✓					
Train the trainer		✓	✓					
Valuing diversity		✓						
Report writing	✓	✓	✓					
The New Manager		3 days	✓			£2,250.00		
Management Essentials		5 days	✓			£3,625.00		

Your name	
Your Organisation	
Phone	Email
Send information on my selection	Contact me to discuss
Quote me for delivering my selection	Number of days

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