

# Short Training and Development Programmes

## From £795.00 per day

### Workshops

#### Tailoring the programme

Programmes can be tailored to your values, environment and current ways of working. They integrate your policies, procedures, protocols and forms where appropriate.

Tutors are highly experienced in the public, private and not for profit sector.

#### Delivery, style and structure

Workshops are highly interactive, engaging and challenge participants' current ways of working. They combine theory, practical exercises, case studies and group discussion.

Workshops will equip participants 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

Participants are encouraged to share existing experience and practice new methodologies with feedback.

Incorporating Action Planning sessions help participants apply techniques developed to the workplace.

#### Learning materials

**All learning materials are provided within the delivery cost.**

Our web-based Learning Management System – Flexilearner contains workbooks and information packs for each subject. Participants fill out questionnaires before each workshop to help maximise the interactive time in the workshops and provide personal reflection.

**Free eLearning** is provided as an additional information source to most stand-alone workshops.



# Range of programmes

## How much?

All programmes are the **same price regardless of how many people are on the programme.**  
Maximum number of participants is 18.

## How soon?

Most programmes can be delivered within 3 weeks of booking.

## How do I book?

Call us on **01932 856565.**

Email us [enquiries@cherithsimmons.co.uk](mailto:enquiries@cherithsimmons.co.uk).

Programme title	Length		FREE eLearning	Day Rates			
	½ day	1 day		Half	1-5	6-9	10 +
Advanced presentation and media skills		✓		£495.00	£895.00	£825.00	£795.00
Appraisal & performance management		✓	✓				
Assertiveness and interpersonal skills	✓	✓	✓				
Away days & facilitation		✓					
Blue Ocean - Innovation	✓	✓					
Business planning		✓	✓				
Chairing meetings	✓	✓	✓				
Change management		✓	✓				
Child protection - safeguarding	✓	✓					
Coaching & mentoring		✓	✓				
Commissioning and procurement							
Communication skills		✓	✓				
Conflict resolution		✓					
Deprivation of liberty	✓	✓					
Emotional Intelligence	✓	✓					
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)		✓	✓				
Project management essentials		✓	✓				
Recruitment, selection & interviewing		✓	✓				
Service Improvement							
Setting & controlling budgets		✓	✓				
Stress management		✓					
Team building		✓	✓				
Telephone skills	✓	✓					
Time management & delegation	✓	✓	✓				
Train the trainer		✓	✓				
Valuing diversity		✓					
Report writing	✓	✓	✓				

## Can't release staff even for half a day?

We have a range of eLearning courses which can be provided for as little as £35.00 per person. Visit our eLearning store for demos.  
[elearning.cherithsimmons.com](http://elearning.cherithsimmons.com)

## Cherith Simmons Learning & Development

The Learning Centre, 135-137 Station Road, Addlestone, Surrey, KT15 2AT

Call (0044)1932 856565 Email [enquiries@cherithsimmons.co.uk](mailto:enquiries@cherithsimmons.co.uk)

[www.cherithsimmons.co.uk](http://www.cherithsimmons.co.uk)