



Gloucestershire Enterprise Ltd. (GEL) is offering managers in businesses with less 50 employees in Gloucestershire and Swindon the opportunity to benefit from accredited training in essential business and leadership skills for just £135+VAT through funding support from ESF.

The Survival Toolkit is a project designed to help companies develop the important business skills they need in difficult times. Not just simple fixes, but real training and development opportunities that will bring about more sustained development and, as a result, staff who are both competent and confident.

How does the project work? Simple! Pick any **three one-day** courses from our poster of events and tell us. We arrange for a skills broker to meet with you to check your eligibility and to order you some funding. You then attend the programmes of your choice and complete ONE short assignment.

What about costs? You only pay £135+VAT for your first course and nothing for the remaining two. We will invoice you direct for your first course and that's it. No messing about with pay out first – claim back later schemes, and you can have as many staff take advantage of the programme as you like.

What about assessment? The assessment is straightforward and results in a unit award from the Institute of Leadership and Management. These are not examinations and so will be emailed to you prior to starting your training. Plenty of support is available to help you complete successfully.

What training can I do? GEL has a poster full of short courses and you can pick from them. We have grouped some of them together below, but you can pick your own group of three. As an added bonus, should someone want to do four courses in the set, we will only charge you £65+ VAT for it!

Sharpen your HR skills

- Intro to Employment Law
- Appraisal Skills
- Dealing with Difficult Employees
- Discipline & Grievance Procedures

Need to Sell More?

- Introduction to Successful Selling
- Key Account Management
- Marketing Your Services
- Consultative Selling

Staying within the Law!

- Health & Safety at Work (Law)
- IOSH Working Safely Certificate (on line course)
- Risk Assessment
- Manual Handling

OR

- IOSH Managing Safely (4 day national award)

Getting the best from your people

- Leadership & Teamwork Skills
- Getting People to Perform at Work
- Communications at Work
- Supervisory Skills

Self Awareness & Confidence

- Assertiveness Techniques
- Creating Confidence
- Stress Management
- Memorise This

Get to grips with Finance

- Budgeting Programme
- Finance for non-financial managers
- MS Excel Spreadsheets (L1 or L2)
- Cost/Benefit Analysis (on line)

Training & Coaching Others

- Train the Trainer
- Coaching & Mentoring Skills
- Presentations Skills
- PowerPoint Presentations

Sharpen your written communications

- Writing Business Letters
- Report Writing Skills
- Essentials of Grammar
- MS Word professional Documents

How about a short qualification?

- ILM L3 Award in First Line Management (5 day)
- ILM L5 Award in Management (7 day)
- IOSH Managing Safely (4 day)
- ILM Award in Workplace Coaching (3 day)

Gloucestershire Enterprise Ltd is a private training provider offering high quality training that is local, affordable and cost-effective, for businesses of all sizes, types and sectors.

Training Centres:

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Chargrove House, Main Road
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