

Training Programme Overviews



Contents

	Page
Schedule	2
Leadership & Management Programme	3
HR and People Management Training	4
Project Management Skills	5
Presentation Skills	6
Considering Starting a Business	7
Commercial Finance for Leaders	8
Media Skills	9



Schedule

Courses will span from the Wednesday 7th October to the 15th October 2026.

Training Course	Leadership & Management	HR & People Management	Media Skills	Starting a Business	Presentation Skills	Project Management	Business Finance
<i>Duration</i>	<i>5 days</i>	<i>2 days</i>	<i>1 day</i>	<i>1 day</i>	<i>2 days</i>	<i>1 day</i>	<i>1 day 1</i>
<i>Location</i>	<i>Chamber of Commerce</i>	<i>Malvina Events Room</i>	<i>Malvina Events Room</i>	<i>Chamber of Commerce</i>	<i>Malvina Events Room</i>	<i>Malvina Events Room</i>	<i>Malvina Events Room</i>
Wed 7th	Nigel	Sophie					
Thu 8th	Nigel	Sophie					
Fri 9th	Sophie						Nigel
Mon 12th	Sophie					Nigel	
Tue 13th	Nigel				Sophie		
Wed 14th				Nigel	Sophie		
Thu 15th			Nigel & Sophie				



Leadership & Management Programme

Wednesday 7th October (5 Days)

Overview

This highly interactive five-day programme introduces a broad range of key leadership and management principles, skills and best practice with a focus on the development of skills, tools and techniques for optimum effectiveness in the workplace.

Learning Aims

- ☐ To develop a clear understanding of what constitutes effective leadership and management in practice
- ☐ To enhance and develop participants' knowledge and develop their skills, tools and capabilities
- ☐ To enable participants to carry their duties as a leader more confidently and to the best of their ability.

Learning Outcomes

Having attended this training programme participants will: -

- ☐ Understand the key roles and responsibilities of an effective leader
- ☐ Become fully aware of their own leadership capability and style
- ☐ Increase their awareness of how their leadership attitudes and behaviours impact upon the attitudes and behaviours of those around them
- ☐ Promote and develop effective team working
- ☐ Be able to use a variety of leadership styles effectively
- ☐ Develop the skills and confidence to lead and motivate others
- ☐ Develop and apply a range of leadership communication tools and techniques
- ☐ Manage effective meetings and team briefings
- ☐ Communicate and lead workplace change effectively
- ☐ Align and link individual's goals and objectives to delivering the business's objectives and goals
- ☐ Empower others through delegation whilst retaining accountability
- ☐ Develop team members through coaching and instructional techniques
- ☐ Manage time and resources effectively and efficiently using a variety of proven tools and techniques

This programme comprises a mix of tutor-led input, providing essential background information and context, combined with facilitated interactive discussions, group activities and relevant case studies.

This will enable participants achieve the learning outcomes more immediately, permanently and confidently.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.



HR and People Management Training

Wednesday 7th October (2 Days)

Overview

This two-day programme addresses the key elements of human resources and people management for leaders and managers.

Learning Aims

- ☐ To understand and adopt best practice and develop confidence and competence in their role as a leader
- ☐ To develop skills and acquire techniques in effective recruitment of staff, setting standards and developing individuals
- ☐ To enable participants to address HR issues such as conduct, performance, attendance and staff concerns promptly and effectively, bringing about sustained improvements and swift resolution to disputes

Learning Outcomes

Having attended this training programme participants will: -

- ☐ Understand the key HR responsibilities of an effective manager or team leader
- ☐ Apply best practice principles in the management of people while ensuring compliance with their organisation's policies and procedures
- ☐ Fulfil the key steps in the attraction, interviewing and selection of candidates, to ensure the right person is appointed
- ☐ Gain tools, techniques and confidence in setting standards and company, team and personal objectives, identifying talent and developing individuals, reviewing performance, and in understanding and addressing any underperformance
- ☐ Examine the nature of disciplinary matters and staff concerns, develop or refresh skills in investigating these fairly and thoroughly and reaching prompt resolution to achieve better outcomes for the team and the organisation
- ☐ Understand the possible causes of absence and develop approaches to improving attendance where necessary

This programme comprises a mix of tutor-led input, providing essential background information and context, combined with facilitated interactive discussions, group activities and relevant case studies.

This will enable participants achieve the learning outcomes more immediately, permanently and confidently.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.



Project Management Skills

Monday 12th October (1 Day)

Overview

This one-day programme emphasises not only the practical aspects of excellent project management but also the essential commercial considerations of leading successful projects, thereby ensuring both sound financial decision making and leadership drive and deliver profitability.

Learning Aims

- ☐ To further **develop** an understanding of effective commercial project management
- ☐ To **enhance** participants' essential and key skills, tools and techniques
- ☐ To enable participants to lead projects more **confidently** and to the best of one's ability.

Learning Outcomes

Having attended this training programme participants will: -

- ☐ Enhance their ability to undertake effective project scoping
- ☐ Understand The Project Cycle and use it effectively
- ☐ Appreciate the significance of the triple constraints
- ☐ Undertake effective planning, resourcing and budgeting
- ☐ Conduct sound commercial project procurement
- ☐ Plan for effective stakeholder management and reporting
- ☐ Control and monitor progress and costs more efficiently
- ☐ Undertake sound proactive decision making and manage scope change effectively
- ☐ Plan and undertake risk management and problem solving
- ☐ Delivering customer value whilst maintaining profitability
- ☐ Undertake project evaluation and review against the triple constraints

This programme comprises a mix of tutor-led input, providing essential background information and context, combined with facilitated interactive discussions, group activities and relevant case studies.

This will enable participants achieve the learning outcomes more immediately, permanently and confidently.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.



Presentation Skills

Tuesday 13th October (2 Days)

Overview

This highly practical two-day programme introduces the many essential skills to both develop, construct and deliver highly effective and presentations, aimed at participants who have yet to construct and deliver their first formal presentation as well as those who do so more far more regularly.

Learning Aims

To provide participants with the opportunity to further develop their knowledge, skills and confidence, using proven tools and techniques to construct and deliver highly effective and compelling professional presentations with greater confidence.

Learning Outcomes

Having attended this programme, participants will be able to:

- ☐ Speak to an audience with more confidence
- ☐ Plan, structure and prepare highly effective and professional presentations
- ☐ Select and use relevant visual aids appropriately
- ☐ Use a variety of effective delivery techniques
- ☐ Build rapport with an audience and adapt and vary their delivery style appropriately
- ☐ Develop and deliver compelling messages
- ☐ Make the best use of their voice
- ☐ Have a greater awareness of their body language and how to use this effectively
- ☐ Deal effectively with platform nerves
- ☐ Invite and handle questions effectively.

Who should attend

This programme comprises a mix of tutor-led input, providing essential background information and context, combined with facilitated interactive discussions, group activities and relevant case studies.

This will enable participants achieve the learning outcomes more immediately, permanently and confidently.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.



Considering Starting a Business

Wednesday 14th October (1 Day)

Overview

This one-day programme aims to highlight the key and fundamental issues for consideration when contemplating starting your own business.

The programme takes a logical step by step approach to addressing the many issues for consideration intent upon helping you make informed choices and develop a comprehensive commercial business plan for success.

Learning Aims

- ☐ To enable you to make **informed decisions** about starting and operating your own business
- ☐ To undertake **market research** and **assess the viability** of a business idea or proposition
- ☐ To **develop** your understanding of how to develop and build a robust commercial business plan
- ☐ To **enhance** your understanding and begin to develop the required key skills to start and operate a business

Learning Outcomes

Having attended this training programme delegates will: -

- ☐ Be able to address the many practical considerations in deciding whether running your own business is a right choice for you
- ☐ Be mindful of the lifestyle impact of starting and operating your own business
 - Undertake essential market research and assess the viability of a business idea or proposition
- ☐ Understand the many legal and regulatory requirements of starting and operating your own business
- ☐ Be able to make informed decisions about the choice of business operating model
- ☐ Develop your understanding of day-to-day business financial management, including insights into business taxation and available grant aid for start-up businesses
- ☐ Develop a robust and comprehensive commercial business plan.

The programme will be fun and challenging and there will be plenty of help and support on hand from your tutor and the FIDC team.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.



Commercial Finance for Leaders

Friday 9th October (1 Day)

Overview

Nearly all businesses tend to have considerable expertise in developing and providing products and services to their customers, however this is not always mirrored when it comes to how they manage their business from a strategic, commercial and financial perspective.

We have spent the last thirty years throwing a light on how business owners and managers can make a significant difference to their business's financial performance health and wellbeing, by helping them identify the small changes they need to make that can have a disproportionately large positive impact.

Put another way - it's about addressing the question **"what did you walk past again today, that you didn't see again, that's really harming your business?"**

What does this programme cover?

Firstly, we focus on further developing one's understanding commercial business management, so we look at the purpose and structure of financial accounting the purpose of which is to enable seeing company financial accounts and statements in 3D

Then we examine and challenge the attitudes and behaviours that preserve and sustain the rituals, traditions, processes of organisational culture intent on breaking away from conventional business performance appraisal and instead identifying what really should be counted and measured to improve sustainable enhanced financial performance

Format and Style

This highly interactive programme focuses on the essential and fundamental principles of commercial business management managers and business leaders.

The programme is designed to help participants develop their own uniquely appropriate business dashboard, so participants can start to measure what really counts and ask those key questions that they and their colleagues don't routinely ask.

Furthermore, participants will develop a practical tool kit that enables them to make their organisation's accounts for better reading next year for far beyond and with the confidence to really use it. Participants will receive supporting materials comprising a handbook and reference materials for their future use.

Learning Outcomes



Understand Financial Statements & use them to make sound commercial decisions



Count and measure the right things



Be able to apply your knowledge to make next year's accounts for better reading



See the things people are walking past
Ask the key questions nobody else is asking



Be able to identify the small things that can lead to large improvements



Develop & apply your commercial knowledge & capability with confidence



Media Skills

Thursday 15th October (1 Day)

Overview

This highly practical programme is aimed at participants who are soon to become an appointed spokesperson for their organisation and those who are regularly asked for comment by the media who wish to further enhance their skills and confidence.

This programme can be either a one or two-days in duration dependent upon the learning requirements of participants. This programme does not cover social media channels.

Learning Aims

- ☐ Develop an understanding of how the media operates and what really drives it
- ☐ Develop a range of relevant communication skills for use when working with both the print and broadcast media channels
- ☐ Develop the confidence to portray and represent one's organisation with greater confidence.

Learning Outcomes

Having attended this programme, participants will:

- ☐ Understand how the media operates at both a local and international level, through
- ☐ Print or broadcast channels.
- ☐ Develop new and build on existing relationships with journalists for mutual benefit.
- ☐ Write a strong and compelling Press Release with a high chance of it being published.
- ☐ Plan effectively and thoroughly for interviews with journalists.
- ☐ Conduct an effective and informative interview with a local or regional print media journalist either face to face or on the telephone.
- ☐ Participate effectively and informatively in a radio interview either recorded or live in a studio or "down the line".
- ☐ Participate effectively and informatively in a television interview either recorded or live in a studio, on location or "down the line".

The Programme comprises a mix of tutor-led input, providing essential background information and context, combined with facilitated interactive discussions, regular group activities.

This will enable participants to achieve the desired learning outcomes more immediately, permanently and confidently.

Participants will receive supporting materials comprising a handbook and reference materials for their future use.