

Training at every level

ENGAGE

April 2019 to
September 2019

**Business, Leadership
& Management Specialists**

Accredited Centre Status for:



In partnership with:





Personal Development

COURSE	PRICE	APR	MAY	JUN	JUL	AUG	SEP	L	C
Assertiveness & Increasing Self Confidence	£198			6th			11th		
Communications at Work	£198			4th		6th		3	2
Effective Minute Taking (½ day a.m.)	£135	2nd				7th			
Planning & Organising Your Workload	£198					14th		3	2
Time Management (½ day a.m.)	£135			10th		6th			
Train the Trainer	£198		17th					3	2
Writing Business Letters & Emails with Confidence	£198				24th			3	1



Leadership & Management

COURSE	PRICE	APR	MAY	JUN	JUL	AUG	SEP	L	C
Coaching in the Workplace	£198			28th				3	3
Delegation Skills & Setting Objectives	£198		24th		31st		30th	3	1
Lean Practices & Increasing Productivity - 2 Days	£375				1st, 8th			5	8
Foundation in Middle Management - 2 Days	£375		13th, 20th				3rd, 24th	4	4
Foundation in Supervisory Skills	£198	10th						3	2
Foundation in Team Leading	£198	3rd				19th		2	2
Leading Innovation & Change - 2 days	£375				30th	12th		5	5
Managing Improvement & Quality - 2 days	£375			3rd, 17th				5	3
Managing & Implementing Change	£198				22nd			4	6
Managing Remote & Flexible Workers	£198			10th					
Motivation & Teambuilding Skills	£198		15th		11th		23rd	3	2
Operational Leadership 2 days	£375		24th, 31st					5	5
Project Management	£198			14th			20th	3	2
Risk Management & Contingency Planning	£198			28th				4	3



IT Skills

COURSE	PRICE	APR	MAY	JUN	JUL	AUG	SEP	L	C
Excel 2007/10 – Beginners	£198	11th			11th				
Excel 2007/10 – Intermediate	£198		16th		16th		25th		
Excel 2010 – Advanced Users	£198			14th					
Excel 2010 – VBA	£198				22nd				
PowerPoint 2010	£198			11th					
Project 2010	£198						18th		
Word 2007/10 – Intermediate	£198						23rd		

DiSC and Leadership delivers results ...

In a world of increasingly volatile, uncertain, complex and ambiguous (VUCA) environments, managers must seek new orientations and take a fresh approach to management to bring positive results.

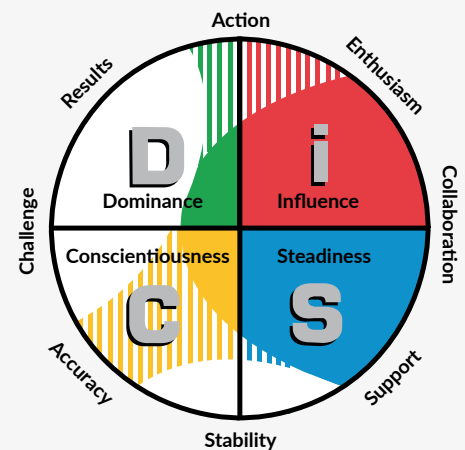
The VUCA world challenges you to find your own way. You will need to understand the psycho-logic and develop empathetic behaviour – in short, to be more concerned with humans and their needs.

- ✓ Leaders need emotional intelligence
- ✓ Leaders need humility
- ✓ Leaders need good communication
- ✓ Leaders need to be good at listening
- ✓ Leaders need resilience

The first step to making meaningful change is the way you connect with other people, and this starts with knowing yourself.

Whether you're leading a team, working with customers or simply building relationships with colleagues, you will make better connections if you know how you are seen by others and how to adapt your behaviour.

Complete a short DiSC questionnaire and let us show you how you can improve your self-awareness, connect better and build your emotional intelligence.



Funded Training

GEL can deliver the new Standards for apprenticeships in team leading, supervision, project management and operations management, each of which will develop technical skills alongside a range of behaviours, including:

- ✓ Resilience & accountability
- ✓ Inclusivity & trustworthiness
- ✓ Agility, innovation & adaptability
- ✓ Professionalism

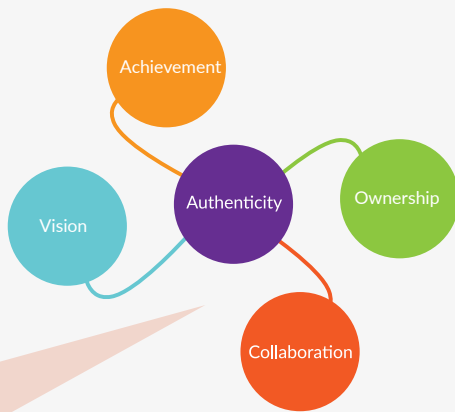


Management Qualifications

Organisations operate in ever-changing environments, so they need leaders and managers with the skills and confidence to cope. The ILM accredited qualifications, delivered by GEL and ranging from Level 2 to Level 7, develop the knowledge, skills and behaviours to help them do just that.

Our off-the-shelf programmes, listed opposite, can be delivered as in-house programmes and extended to wider qualifications through a pick-'n'-mix of additional topics. All programmes include the elements below and delegates are given 1-year free ILM membership, giving access to a myriad of resources.

Research conducted by the ILM identified the fundamental qualities that leaders need in order to be trusted. Trust is also a powerful indicator of organisational health, with high levels of trust being linked to high levels of performance.



Authentic leaders are recognised by their integrity and so inspire trust. They know and live their values; and they challenge and empower others to be the best they can be.

Visionary leaders are forward looking and can spot and create opportunities; they understand the process of change and inspire others to co-create the future.

Great leaders are high performers, they have direction, deliver measurable results and are proud of their work; they stretch themselves and others, and are adaptable to ensure sustainability and **achievement**.

Great leaders take responsibility for their own actions and interactions, they use initiative; are decisive; solve problems; continually learn and are known for their reliability and **ownership**.

Collaborative leaders know about relationships and networking, they work effectively with others; they involve; motivate and engage colleagues; they make great colleagues; and manage difference.



ILM Level 2 Award in Leadership & Teams (3-Days) £535+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Leadership (Day 1)	1st					13th		
Team Working (Day 2)	8th					20th	2	5
Communication (Day 3)		7th				27th		

ILM Level 3 Award in Leadership & Management (5-Days) £792+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Leadership (Day 1)		1st		3rd		2nd		
Motivation Skills & Team Working (Day 2)		15th		11th		23rd		
Delegation Skills & Setting Objectives (Day 3)		24th		31st		30th	3	8
Communication Skills (Day 4)			4th		6th			
Problem Solving & Decision Making (Day 5)			19th		15th			

ILM Level 3 Award in Effective Coaching (3-Days) £535+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Understanding Coaching (Day 1)				23rd				
Undertaking Coaching (Day 2)				30th			3	10
Reflecting on Coaching Activity (Day 3)					5th			

ILM Level 4 Award in Leadership & Management (3-Days) £535+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Understanding the Management Role (Day 1)		13th				3rd		
Understanding the Management Role (Day 2)		20th				24th	4	7
Risk Management & Contingencies (Day 3)			28th					

ILM Level 5 Award in Leadership & Management (4-Days) £720+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Becoming an Effective Leader (Day 1)		24th						
Becoming an Effective Leader (Day 2)		31st						
Managing Quality in the Workplace (Day 3)			3rd				5	8
Managing Improvement in the Workplace (Day 4)			17th					

ILM Level 5 Certificate in Effective Coaching (4-Days) £720+VAT

plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
Principles of Coaching (Day 1)								
Practice of Coaching (Day 2)								
Planning & Undertaking Coaching (Day 3)							5	13
Reviewing Your Ability as a Coach (Day 4)								

ILM Level 7 Certificate in Leading Quality Improvement (5-Days)

£1200+VAT plus ILM Registration Fee

QUALIFICATION	APR	MAY	JUN	JUL	AUG	SEP	L	C
The Reflective Leader (Day 1)						3rd		
Developing Excellence in Operations (Day 2)						24th		
Planning to Effect Changes (Day 3)							7	18
Leading Change in the Organisation (Day 4)								
The Reflective Leader (Day 5)								

Website: www.glosenterprise.co.uk

About our Qualifications

ILM Qualifications

Our popular and versatile ILM qualifications offer skills development from shop-floor to boardroom. They offer a nationally recognised qualification to current and aspiring managers and leaders.

Awards (3-12 credits)

These are short courses designed to get straight to the point and establish a foundation of core level of knowledge and skills in the topic.



ILM Level 2 Award in Leadership & Team Skills



ILM Level 3 Award in Leadership & Management



ILM Level 3 Award in Coaching



ILM Level 3 Award in Enterprise Skills



ILM Level 3 Diploma for Managers



ILM Level 4 Award in Leadership & Management



ILM Level 5 Award in Leadership & Management



ILM Level 5 Certificate in Coaching & Mentoring



ILM Level 5 Certificate in Leadership & Management

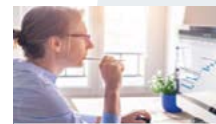


ILM Level 5 Diploma for Managers & Leaders

Project Management Qualifications

Choose either a 2-day foundation (PFQ) or 5 day comprehensive programme (PMQ) to learn how to better plan, control and monitor projects, including risk and financial analysis together with reporting on progress. Interpersonal skills such as negotiation techniques and managing stakeholders are also covered.

There is an exam set on the last day.



Project Fundamentals Qualification (Level 3)



Project Management Qualification (Level 4)

Health & Safety Qualifications

We offer management qualifications in this discipline to develop technical know-how in health & safety issues and build confidence to lead in this area.

IOSH Managing Safely

Managing Safely is unlike any other health & safety course because it not only delivers practical, step-by-step guidance, but also does so with a sharp business focus.

Delivered over 4 consecutive days, this course is hands-on, engaging, jargon-free and inspiring, which is critical to embedding safety and health throughout your entire organisation.

The course is assessed by a multiple choice exam and a short work-based project.



IOSH Managing Safely

Over 40 delegates trained in last 12 months with a 100% success rate.

NEBOSH General Certificate

This course is invaluable for managers, supervisors and specialists who need to gain a broad understanding of health and safety issues and have the ability to manage risks effectively.

It comprises two blocks of training (each one week long) during which you will engage in tutor-led sessions, self studies, group studies, online modules and mock assessments. The course is assessed by two national exams and a short work based project. Achieving the NEBOSH qualification will give you a globally recognised qualification and raise your health & safety standing.



NEBOSH General Certificate

Our success rate is 88%, higher than the national average.

Many organisations use Management Apprenticeships to develop essential leadership skills in their existing staff, simply because they are wide-ranging, rigorous, sustained and based on industry standards. At GEL, we offer three professional programmes as follows:

Team Leader / Supervisor Standard



Level 3

This programme is 12-18 months long and is ideal for aspiring professionals taking their first step into line management. It aims to develop essential management skills that include managing people, resources, information and operations.

Successful completion of the programme results in an **ILM Level 3 Diploma for Managers** and an **Apprenticeship Certificate**.

Associate Project Manager Standard



Level 4

Based on the International Project Management Association (IPMA) standards at level D, this 20-24 month training and coaching programme will develop aspiring Project Managers with the skills needed to initiate, plan, design, execute, monitor, control and close a project successfully.

Successful completion of the programme results in the **PMQ qualification (awarded by APM)**, an **ILM Level 4 Award in Leadership & Management** and an **Apprenticeship Certificate**.

Operations / Departmental Manager Standard



Level 5

This 18-20 month programme is designed to introduce you to a wide range of management topics and develop your confidence in using them, including the management of people, projects, strategy, quality and finance.

Successful completion of the programme results in an **ILM Level 5 Diploma for Managers & Leaders** and an **Apprenticeship Certificate**.

GEL is on the Register of Apprenticeship Training Providers (RoATP) and therefore organisations paying the Apprenticeship Levy can choose to engage with GEL to deliver management development programmes.

For organisations that don't pay the Apprenticeship Levy (i.e. those with a payroll of less than £3million p.a.), GEL will help you to access funding and the current funding ratios are as follows:

- 5% contribution for the Employer
- 95% contribution from Apprenticeships Funds

Typically our management development programmes span 12-24 months and involve a blended approach to learning. Delegates will be offered a variety of taught sessions, e-workbooks, online modules, portfolio workshops, coaching, webinar briefings and directed study reading materials. Throughout the programme the delegate will be supported by GEL's Learning and Development Assessor who will arrange workplace visits to provide additional information support and guidance.