

bringing skills and
business performance **together**
training for **business**
from **Central Sussex College**



Low cost training on your doorstep
Developed specifically for Manor Royal businesses



CENTRAL**SUSSEX**COLLEGE

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CENTRAL**SUSSEX**COLLEGE

in partnership with Manor Royal Business District

Training Courses

In partnership with Central Sussex College an exclusive programme of short courses has been developed specifically for Manor Royal Businesses. Whether you need to enhance your business skills, comply with health and safety qualification requirements, or develop specialist IT knowledge, we can help.

Below is a list of training courses available during September - December 2015:

Course Description	Dates/Time	Standard Price	Discounted Manor Royal Price	Venue
Microsoft Excel 2007/2010 Intermediate For those who already use Microsoft Excel to create simple formulae, this course provides further knowledge of the program and its more advanced features, enabling delegates to use a wider range of tools and useful calculations including charts, conditional formatting, the If function, and object linking and embedding.	24-Sep, 05-Nov 9.30am - 4.30pm	£150	Levy payers £45pp Non levy payers £105pp	Central Sussex College Crawley Campus
CIEH Level 2 Award in Manual Handling Principles This course is for employees who carry out any form of manual handling duties in the workplace (incl. boxes, mail and packages). It introduces delegates to the hazards and risks involved in manual handling and how to control them in order to reduce risk to themselves and others.	01-Oct 9.00am-12.30pm	£60	Levy payers £25pp* Non levy payers £50pp	Avensys Ltd, Fleming Way
Presenting for Success Delegates will learn how to plan and structure a professional presentation for maximum impact, and to deliver future presentations with greater confidence and effectiveness. Topics covered include using visual aids, coping with nerves, maintaining the audience's interest and confidently handling questions and interruptions.	08-Oct 9.30am - 4.30pm	£200	Levy payers £45pp Non levy payers £105pp	Doosan Power Systems, Manor Royal
IOSH Working Safely An introductory course suitable for candidates at any level in any sector, enabling them to learn the essentials of health and safety in the workplace and understand their responsibilities for working safely.	21-Oct 9.30am - 4.30pm	£125	Levy payers £35pp Non levy payers £75pp	Avensys Ltd, Fleming Way
Finance for Non-Financial Managers This course will enable non financial managers to recognise the purpose and importance of profit and loss accounts and balance sheets, understand key cash flow statement terms, and monitor their own financial status more accurately.	29-Oct 9.30am - 4.30pm	£200	Levy payers £45pp Non levy payers £105pp	Doosan Power Systems, Manor Royal
CIEH Level 2 Award in Fire Safety Principles Suitable for employees who need to develop their basic fire safety awareness in order to undertake fire safety roles in the workplace (eg. as Fire Marshals/Wardens).	18-Nov 9.30am - 4.30pm	£110	Levy payers £35pp Non levy payers £75pp	Avensys Ltd, Fleming Way

Course Description	Dates/Time	Standard Price	Discounted Manor Royal Price	Venue
Emergency First Aid at Work (Qualsafe) Suitable for those who are required to act as a First Aider, with the emphasis on preventing situations from becoming worse and maintaining life until help arrives. Certificate valid for 3 years.	26-Nov 9.30am - 4.30pm	£105	Levy payers £35pp Non levy payers £75pp	Welland Medical, Hyndhurst Lane, Crawley
Introduction to Social Media for Business Delegates attending this course will receive an introduction to how social media can be integrated into an existing marketing plan to help develop business, grow sales and improve customer service. Topics will be covered which explain the business benefits of using Facebook, Twitter and LinkedIn, and how to get set up on each platform.	02-Dec 9.30am - 4.30pm	£200	Levy payers £45pp Non levy payers £105pp	Doosan Power Systems, Manor Royal
Effective Time Management Suitable for any member of staff who needs to schedule their time or that of others, this course will enable delegates to plan time effectively in order to increase productivity. Delegates will learn techniques to enable them to prioritise and set objectives and how to deal effectively with interruptions.	15-Dec 9.30am - 4.30pm	£200	Levy payers £45pp Non levy payers £105pp	Welland Medical, Hyndhurst Lane, Crawley
ILM Level 3 Institute of Leadership and Management Certificate Suitable for those who have 'first-time' management responsibilities, but no formal training, and are serious about developing their leadership and management abilities. Full details to be confirmed.	08-Jan 16 weeks (4 hrs per week)	£1,055	TBC Please call for details	TBC

Benefits include:

- Collective purchasing power to reduce the cost of training
- Training delivered on your doorstep
- Opportunity to build links with other Manor Royal Business

How to book

For more information or to register your interest, please complete the on-line booking/enquiry form at centralsussex.ac.uk/manor-royal. Alternatively, if you would like to speak to someone regarding any of the courses we run, please call our dedicated Manor Royal Skills Adviser on call **01293 442344**. The cost of all 1 day courses includes a buffet lunch and refreshments. *The cost of the ½ day course includes refreshments only.

Extra savings for BID levy payers

All BID Levy payers can also receive a **20% discount** on short courses** and a **10% discount** on Professional courses delivered at Horsham Training Centre. Download a copy of the latest Learning and Development Directory and Professional course brochure for a full list of upcoming courses at www.centralsussex.ac.uk/downloads. Alternatively please call 0845 155 0043 (press 4 or email htc@centralsussex.ac.uk).

**excludes BIAB, NEBOSH, IOSH