

Fully funded on-line courses available to enrol on today

# Leading Lancashire Leadership & Management Courses

Lancaster & Morecambe College have successfully secured European Social Funding to support employees of all ages to develop effective leadership and management skills. The Leading Lancashire project works with SMEs and the self-employed to develop skills in leadership and management. All courses will be delivered in the Employer Hub at Lancaster & Morecambe College, **please refer to our website for times and dates.**

## Introduction to Bookkeeping

Participants must enrol onto all three courses to be eligible for the funding. The first part consists of the following units:

### Part 1

- The accounting process and flow of information from book of prime entry like sales day book/purchase day book/cash book, to ledgers, to financial statements (profit & loss and balance sheet)
- Why we need these financial statements - classification of elements: assets, liabilities, income, expense, capital – double effect
- Essential accounting documents - invoices/purchase orders/ credit notes/remittance advice/statement of accounts

**Part 2** The course consists of the following unit:

- The "secret" behind debits and credits - manually recording key basic transaction in the general ledger

**Part 3 Introduction to Xero** The course consists of the following units:

- How to ACCURATELY enter all transactions in an accounting software
- How to carry out some basic accounting reconciliation (bank reconciliation).

**CMI Level 3 Awards - Units 301, 306, 307, 313 and 321**

**CMI Level 5 Awards - Units 507, 513 and 514**

## Time Management (Emerging Leaders)

Do you spend your working day being busy from the minute you arrive at work until the time you leave but achieve very little? If you do then this highly practical workshop is the course for you. You will learn an array of tools and techniques to help you work smarter not harder and control events rather than be controlled by them.

## Resolving & Managing Conflict (Emerging Leaders)

Managing conflict takes resilience. This course is designed to equip you with strategies to manage conflict with confidence, find solutions and make difficult decisions.

## Equality, Diversity & Inclusive Working Practice (Emerging Leaders)

This short course aims to introduce participants to the different aspects of Equality, Diversity and Inclusion. It will provide an overview as to why it is important for organisations and their people to understand and incorporate these throughout their employment practices. Each will be considered individually and how they connect, impact and influence our workplaces and employment relationships.

## Managing Budgets (Emerging Leaders)

The aim of this short course on managing budgets to equip you with an understanding of budgets and forecasts. We will look at the most common methods of budgeting (top-down, bottom-up, incremental rolling, zero-base) and we will consider what the advantages and disadvantages of each of these methods are - including their impact on staff motivation.

## Presenting for Success (Emerging Leaders)

Delivering presentations can be very challenging. Training others can also have many pitfalls. The aim of this session is to equip learners with the knowledge and skills to plan presentations/ training sessions to meet the needs of a target audience.



For further information

[lmc.ac.uk/leading-lancashire](http://lmc.ac.uk/leading-lancashire)

[LMCBusinessAdminTeam@lmc.ac.uk](mailto:LMCBusinessAdminTeam@lmc.ac.uk)

## Essential Skills for Aspiring Leaders (Emerging Leaders)

The aim of this session is to develop existing team leaders, supervisors, aspiring managers and those that are new to the management role. The course will give you the skills and confidence to successfully manage and lead people. The course will focus on the application of management and leadership approaches and how these can positively impact on your own role, lead to improved performance, and support teams, colleagues and customers.

## Managing Budgets (Emerging Leaders)

The aim of this short course on managing budgets is to equip the learner with an understanding of budgets and forecasts. We will look at the most common methods of budgeting (top-down, bottom-up, incremental, rolling, zero-base) and we will consider what the advantages and disadvantages of each of these methods are – including their impact on staff motivation.

## Business Planning & Leadership

Business planning is an essential component of Organisational Leadership & Development. Often time-consuming, but essential if you want to have a business that is going to survive in a competitive market place, this course will offer you an insight into how to write and evaluate an effective Business Plan. If your business doesn't have one, maybe it's time to start writing it.

## Leadership & Organisational Culture

Leadership & Organisational Culture - this session is an opportunity to develop your knowledge regarding how organisational culture directly impacts upon staff and business performance. This session will offer you an opportunity to reflect upon how organisation culture and performance are inter-related, share your experiences and consider new working practices

**We also offer the following courses below please contact for further details**

## Business Improvement using Japanese Techniques

## Leadership & Organisational Culture

## Leading Performance & Innovation using Reflective Practice

## Managing Projects to Achieve Results

## Team Building Skills for Managers

## Train to Train

## Responding to Conflict in the Workplace

Managing conflict takes resilience. This course is designed to equip you with the strategies to manage conflict with confidence, find creative solutions and make difficult decisions.

## Assertiveness & Decisiveness in the Workplace

Our assertiveness training enables clients to understand the processes which will make them more effective and increase their confidence and sense of achievement. Designed for senior/junior managers, directors, administrative and technical staff who need to master the principles and practices of effective, assertive communication.

## Developing Your Leadership Skills

This session is for anyone who is or aspires to be a leader and wants to develop or enhance their knowledge, skills, insight and understanding of the key components of effective leadership.

## Managing Change & Instilling Resilience

Change is inevitable if an organisation is to maintain competitiveness and currency of practice. This course has been designed to enable you to evaluate types and reasons for change within organisations and be able to select and apply theoretical models for its management.

## Managing Data and Information Using Pivot Tables

The aim of this session is to equip the learner with the knowledge of using Pivot Tables from Excel to summarise data in a quick and easy manner. The ability to solve problems, make timely business decisions and respond to customers' needs is all dependent on the ability to manipulate good quality data and information. You need only to have a basic knowledge of Excel to be able to gain benefit from this course.

## Advice & Guidance

## Business Improvement Techniques

## Excellence in Customer Service

## Negotiation Skills for Managers

## Excel for Managers

## Excel for Intermediates

For further information

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LEADERSHIP AND  
MANAGEMENT DEVELOPMENT