

**\* Free**  
to qualifying  
organisations,  
employees of Lancashire  
based businesses with  
fewer than 250 employees  
or self-employed



LEADING LANCASHIRE  
LEADERSHIP AND  
MANAGEMENT DEVELOPMENT



Lancaster &  
Morecambe  
College

# FREE Leadership & Management Programme

## Do you want to .....

- Gain an insight into how to write and evaluate an effective Business Plan?
- Become more assertive and decisive in the work place?
- Better respond to conflict?
- Develop your leadership skills?



## Enrol onto our Leadership & Management Programme today

We will be commencing a **6 session Leadership & Management Programme** aimed at existing managers who wish to develop their leadership and management skills.

All sessions will take place in the **Employer Hub** at **Lancaster and Morecambe College** and will be delivered by a team of Leadership and Management professionals, **refer to our website for dates and times**. The programme will consist of the following 1 day sessions:

### **1** Business Planning & Leadership

Business planning is an essential component of organisational leadership and 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.

### **3** Responding to Conflict

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

### **2** 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 and anyone who needs to master the principles and practices of effective, assertive communication

### **4** 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.

## 5 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.

## 6 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 will also be providing an additional **FREE** training session

## Managing Data & Information using Pivot tables

This course is for those managers with basic Excel skills who want learn how to use Pivot Tables 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.

The course will look at:

- Manipulating data from information already available
- Using the headings to change the information
- Sorting and filtering
- Multiple tables on one page
- Using count, sum and average on calculations
- Graphs and charts from pivot tables
- Presentation of pivot table information



## Interested?

For more details on how to book your place contact the Leading Lancashire Project Team on **01524 521608** or [c.shaw@lmc.ac.uk](mailto:c.shaw@lmc.ac.uk)