



## Get in touch

Lancaster & Morecambe College  
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## Book Now

To register your place on one of the sessions please email [SDA@lmc.ac.uk](mailto:SDA@lmc.ac.uk) with your full name, course, the session names and dates. You'll receive confirmation of booking.



# Skills Development Academy



EMPLOYER  
**HUB**  
@LMC

# SKILLS DEVELOPMENT ACADEMY

## INDUCTION SESSION

In the induction session, you'll be informed about College and all our policies and procedures. You'll receive your College email login details, receive a demonstration on Outlook software, receive safeguarding details and have an introduction to the skills development academy. You will also have an induction to SMART Assessor.

## INTRODUCTION TO ADVICE AND GUIDANCE

In this session you will gain an insight into how to provide advice and guidance effectively. We will cover a simple model for interaction with individual clients, effective communication and methods of empowering.

## PERSONAL FINANCE

In this session, we look at how to manage your money on a daily, weekly and monthly basis with budgets, finance trackers, building savings goals around your personal life goals and understanding your money and how you can make it work for you. We'll look at the concept of paying yourself first, investing and compound interest.

## MOTIVATION SKILLS

Motivation and discipline is like a muscle that we have to train and exercise. In this session we look at ways to self-motivate, and strategies we can put in place to ensure that discipline is there once the wave of motivation passes.

## INTRODUCTION TO NOTION SOFTWARE

Notion is a single space where you can think, write, and plan. Capture thoughts, manage projects, or even run an entire company — and do it exactly the way you want. We look at setting up an account and building out the pages for you to manage every element of your life all in one place, from personal development to weight training to book reviewing!

## PRINCIPLES OF PRODUCTIVITY

In this session we explore different myths, laws and powers around productivity. Getting to grips with productivity is the number one key skill required to optimise both your work, student and personal life. We look at ways to break down what true productivity looks like, and step over the 'hacks and tricks' you may come across and instead build a bespoke structure for you.

## INTRODUCTION TO LINKEDIN

LinkedIn is essentially Facebook for business. It's an online networking site with built in CV features, job application services, and access to people from a wide range of sectors and industries to connect with. It's a great platform to have a presence on for anyone, at any stage in their career.

## WHAT IS IMPOSTER SYNDROME & HOW DO WE OVERCOME IT

We've all felt imposter syndrome, we just might not have known it was a real phenomenon. When beginning something new whether that be a job, a course or a new hobby - we can often feel like we don't deserve/are unable to do the task at hand. In this session we explore why those feelings come up and how to overcome them.

## ENTREPRENEURSHIP SKILLS

Being an entrepreneur is a huge grey area that can be difficult to understand and navigate. In this session we look to break down the meaning of entrepreneurship and how building multiple streams of passive income is the way to financial freedom. We look at how you can monetise the skills you already possess and how you can develop the 'moneymaking mindset'

## INTRODUCTION TO CANVA

Canva is a free graphic design software available online. It's fast, efficient and simple to use, with really professional results. There are lots of templates that you can tweak for your requirements, or create a design from scratch. In this session we go through all the different functionalities and how to design a range of resources.

# SKILLS DEVELOPMENT ACADEMY

## FORMAL COMMUNICATION IN THE WORKPLACE

When entering the business world for the first time, it can be difficult to know what language is appropriate, what isn't, how to structure an email, and how to answer the phone. In this session we explore what formal communication is and how to begin using it.

## MINDSET QUALITIES

In this session we look at Carol Dweck's Growth Mindset Theory. Dweck explores the idea of a growth mindset vs. a fixed mindset, and the benefits/limitations of both. Being successful in whatever we do often requires us to have a positive mindset, and we'll go over some strategies to ensure we keep a positive mindset in whatever we do, including how to frame what we'd usually perceive as a negative situation differently.

## TAKING MINUTES IN A MEETING

In this session we look at what minutes are, why they're valuable, and the different types of minutes you may wish/be asked to take. We look at how they can be formatted, and how to prepare to take them in a meeting.

## INTRODUCTION TO CRYPTOCURRENCY

You've probably heard/seen so much about bitcoin and other cryptocurrencies online or from your peers - but what actually is it? In this session we break down what cryptocurrency is and why it's been getting so increasingly popular.

## INTRODUCTION TO STOCKS AND SHARES

Stocks, Shares, Forex, Crypto, NFTs, Index Funds... what does it all mean? You might have heard this terminology being thrown around, and about how much money people are making by trading them. In this session we break down what these are, how people make money by trading them, and the terminology sometimes used by people in the trading world.

## HOW TO ANALYSE YOUR COMPANY'S SOCIAL MEDIA

When beginning to manage a new social media account, or even if you just want to take an analysis and create a new plan for the way you're currently managing it, this session contains everything you'll need to complete an analysis. This can be so useful just to get a snapshot of how the social media accounts are currently performing, and how you can improve them.

## CREATING CONTENT FOR A BLOG

Having a blog for your company is a fantastic way to increase your SEO (search engine optimisation) and also to allow your clients to stay in touch with your company on a regular basis. It can be difficult to think about what to blog about, so this session is all about brainstorming great ideas to transform your blog.

## HEALTH & SAFETY IN THE WORKPLACE

In this session we take a deeper look into the Health and Safety at Work Act and how the legislation affects your work role. You may have a number of responsibilities relating to this, so it's key to have a good understanding of what it is and how you can help your company comply.

## CREATING CONTENT FOR A PODCAST

Podcasts are a fantastic way to connect with your audience on a deeper level. In this session we look at how to start a podcast, and what segments/content to include to create really valuable episodes.

# SKILLS DEVELOPMENT ACADEMY

## EQUALITY & DIVERSITY

In this session, we look at equality, diversity and inclusivity. What do they mean and why are they important to the workplace? We look at protected characteristics, relevant legislation/policies and cultural appropriation vs. cultural appreciation.

## PRIORITISING WELLBEING

You and your colleagues wellbeing is paramount to the success of the company. If you're feeling burned out, overwhelmed, anxious and a little bit down - you may need to look at how you're prioritising wellbeing. In this session we look at how to take care of your physical and emotional health in order to feel strong and ready for work.

## TIME MANAGEMENT SKILLS

Good time management is one of the core fundamental elements of success. In this session we look at how to manage your time, different methods that can work for you, and the meaning of Parkinson's Law.

## STUDY TIPS MASTERCLASS

From time blocking to the pomodoro technique, there are lots of tools out there to help you utilise your study time. Study is a huge part of any apprenticeship, and you can never know too much when aiming for that distinction level.

## SUSTAINABLE PRACTICE IN THE WORKPLACE

In this session we take a look at how we can be more environmentally friendly, both at work and in life. We look at why it's important and steps you can be taking in the office every single day.

## FACEBOOK BUSINESS

Most organisations have a social media presence, and one of the most popular platforms is Facebook. Within this session we look at how to create a Facebook page and manage one. We also look at how to plan and come up with content.

## SALES SKILLS

There may be parts of your role where you have the opportunity to sell products and services to new and existing customers. Within this session we look at the qualities required to be a good, ethical salesperson.

## CONFLICT MANAGEMENT

You may experience conflict within the workplace or with customers. This can be diffused and managed with developed interpersonal skills. In this session we seek to understand why conflict can arise and how to manage it appropriately.

## TEAM BUILDING SKILLS

Within your role, you will inevitably work as part of a team at some point. This session will look at the skills you'll need to become a productive member of any team.

## ANALYSING AUDIENCE BEHAVIOUR

In order to sell to your desired audience, you have to understand them first. Within this session, we look at how to define your target market and spark their interest.

# SKILLS DEVELOPMENT ACADEMY

## JANUARY - MARCH 2023 SESSIONS

10/01/23 - TAKING MINUTES IN MEETINGS @ LMC 1PM-4PM

17/01/23 - INDUCTION @ LMC 9.30AM-4PM

24/01/23 - EQUALITY & DIVERSITY @ LMC 1PM-4PM

31/01/23 - HEALTH & SAFETY IN THE WORKPLACE @ TEAMS 1PM-4PM

07/02/23 - ENTREPRENEURSHIP SKILLS @ LMC 1PM-4PM

14/02/23 - INDUCTION @ LMC 9.30AM-4PM

21/02/23 - FORMAL COMMUNICATION IN THE WORKPLACE @ LMC 1PM-4PM

28/02/23 - PRIORITISING WELLBEING @ TEAMS 1PM-4PM

07/03/23 - TEAM BUILDING SKILLS @ LMC 1PM-4PM

14/03/23 - INDUCTION @ LMC 9.30AM-4PM

21/03/23 - STUDY SKILLS MASTERCLASS @ LMC 1PM-4PM

28/03/23 - SUSTAINABLE PRACTICE IN THE WORKPLACE @ TEAMS 1PM-4PM



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LA1 2TZ

LOOK OUT  
FOR APRIL-  
JUNE 2023  
SESSIONS  
BEING  
RELEASED IN  
MARCH 2023!

# INDUCTION

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## WHAT IS INDUCTION?

Induction takes place once per month, at Lancaster & Morecambe College. All apprentices must attend once at the beginning of their course.

At induction, you will:

- Have a tour of the LMC campus
- Finding your way around Smart Assessor workshop
- Off the Job workshop
- Get your college login details
- Set up your student discount
- Get your LMC student card
- Emotional resilience skills development academy session
- Professional communication skills development academy session
- Tackling inactivity
- Pastoral tutorial
- Office 365 & hiring a college laptop

## UPCOMING SESSIONS

**17/01/23 - INDUCTION @ LMC**

**14/02/23 - INDUCTION @ LMC**

**14/03/23 - INDUCTION @ LMC**

