

Management Workshops

SNC Training is offering a series of Management Workshops at a very competitive rate of £75 for full day workshops and £50 for half day workshops.

All our workshops are delivered by highly experienced and qualified business consultants.

Enrolment and Induction (ILM Programmes Only) (half day – pm)	07-Sep-11	11-Jan-11	Communication for Success (half day - am)	30-Nov-11	30-May-12
Effective Writing for Business (half day - am)	14-Sep-11	18-Jan-12	Presentation Skills (half day - pm)	30-Nov-11	30-May-12
Writing Assignments (half day – pm)	14-Sep-11	18-Jan-12	Delegation and Managing Staff Performance	07-Dec-11	13-Jun-12
Problem Solving and Decision Making	21-Sep-11	28-Mar-12	Appraisals / Monitoring Staff Performance	14-Dec-11	22-Aug-12
Understanding, Planning and Managing Change	28-Sep-11	02-May-12	Networking your way to Success (Half day - am)	11-Jan-12	06-Jun-12
Flourishing in a Challenging World (Happiness, Positively and Emotional Intelligence)	05-Oct-11	21-Mar-12	Motivating Yourself and Others (Half day - pm)	11-Jan-12	06-Jun-12
Managing Self and Time Management	12-Oct-11	04-Apr-12	Advanced Listening Skills/Introduction to Counseling	25-Jan-12	20-Jun-12
Planning and Managing Projects	19-Oct-11	25-Apr-12	Contribute to Meetings (Half day – am)	01-Feb-12	18-Jul-12
Managing Stress and Wellbeing at Work	26-Oct-11	18-Apr-12	Basics of Coaching and Mentoring	08-Feb-12	25-Jul-12
Leadership and Leading Staff	02-Nov-11	11-Apr-12	Health and Safety and Risk Assessment	Feb-2012 (TBC)	Aug-2012 (TBC)
Employment Law	09-Nov-11	09-May-12	Introduction to Marketing	22-Feb-12	08-Aug-12
Disciplinary	16-Nov-11	16-May-12	Continuous Improvement Techniques	Feb-2012 (TBC)	Jul-12 (TBC)
Recruitment and Selection	23-Nov-11	23-May-12	Planning and Providing Effective Staff Training	07-Mar-12	27-Jun-12
Chairing Effective Meetings	01-Feb-12	18-Jul-12	Being Assertive and Handling Conflict	19-Oct-11	11-Jul-12
Train The Trainer Delivering One To One Sessions (2 Days £150)	23-Feb-12 / 1-Mar-12		Train The Train Delivering Group Sessions (2 Days £150)	1-Aug-12 / 8-Aug-12	

All workshops are subject to minimum numbers attending and may be cancelled if insufficient places are booked.



SNC Training (part of South Nottingham College)

Management Qualifications

SNC Training is an approved ILM Training Provider offering classroom and work-based management courses focused on meeting the needs of individuals and employers, supporting individual development and business growth.

Classroom based courses are delivered at our offices in Ruddington, facilitated by highly experience business consultants, offering the opportunity for students develop their knowledge and understanding through structured delivery and interaction with peers.

The flexibility of the qualifications allows students to select subjects which are applicable to their career objectives and support the growth of the employer.

Training is delivered through a mixture of classroom learning, distance learning and elearning—offering a truly flexible and customised training programme specific to the requirements of each learner and/or employer.

Each student is allocated a Tutor to work with them to maximise their learning and its application in the workplace.

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Funding may be available for some of the listed courses and can be discussed on an individual basis. LMAS funding can be used to support these programme, further information available from: <http://www.embltd.co.uk/Lmas.aspx>

Qualification	No Of Workshops	Distance Learning Material	Cost
Level 2 Award In Team Leading	3	√*	£360
Level 2 Certificate In Team Leading	5	√*	£700
Level 3 Award In Leadership And/Or Management	3	√*	£500
Level 3 Certificate In Leadership And/Or Management	7	√*	£1,050
Level 3 Diploma In Leadership And/Or Management	11	√*	£1,500
Level 4 Award In Management	4	√	£600
Level 4 Certificate In Management	7	√	£1,050
Level 4 Diploma In Management	11	√	£1,750
Level 5 Award In Management	5	√	£900
Level 5 Certificate In Management	7	√	£1,500
Level 5 Diploma In Management	12	√	£2,200
Level 5 Award In Leadership And Management	5	√	£900
Level 5 Certificate In Leadership And Management	7	√	£1,500
Level 5 Diploma In Leadership And Management	12	√	£2,200
Level 5 Certificate In Coaching And Mentoring	7	√	£1,500
Level 5 Diploma In Coaching And Mentoring	10	√	£2,000

ILM qualifications are achieved through a combination of Work-Based Assignments, Reflective Reviews and Mini-Projects. Further information on the assessment methods for each qualification is provided on application.

These courses are ideal for students aspiring to become Managers or further develop their Management Skills, there is no requirement for students to be currently in a management role.

Competence-Based Management Qualifications (NVQs)

Competence-Based Qualifications are achieved when a student develops an electronic portfolio of evidence to demonstrate they have the required knowledge, understanding and management skills.

Qualification	No Of Workshops	Distance Learning Material	Assessment	Cost
Level 2 NVQ Certificate In Team Leading	TBA	√*	Electronic Portfolio Of Evidence From Workplace	£850
Level 3 NVQ Certificate In Management	TBA	√*	Electronic Portfolio Of Evidence From Workplace	£1,500
Level 5 NVQ Diploma In Management	TBA	√*	Electronic Portfolio Of Evidence From Workplace	£2,000

Management Apprenticeship Programmes

SNC Training Management Apprenticeship Programmes are delivered through a combination of classroom and workplace learning.

Competence Qualification	Technical Certificate	Transferable Skills	Other	Cost
Intermediate Apprenticeship in Team Leading				
Level 2 NVQ Certificate in Team Leading	Level 2 Certificate in Team Leading	English L1 Mathematics L1 Information and Communications Technology L1	Employee Rights and Responsibilities Personal Learning and Thinking Skills Creative Thinking skills	On Application
Advanced Apprenticeship in Management				
Level 3 NVQ Certificate in Management	Level 3 Certificate in First Line Management Level 3 Certificate in Effective Management Level 3 Certificate in Leadership Level 3 Certificate in Leadership and Management Skills	English L2 Mathematics L2 Information and Communications Technology L2	Employee Rights and Responsibilities Personal Learning and Thinking Skills Creative Thinking skills	On Application
Higher Apprenticeship in Leadership & Management				
Level 5 NVQ Diploma in Management	Level 5 Diploma in Management Level 5 Diploma in Leadership and Management	English L2 Mathematics L2 Information and Communications Technology L2	Employee Rights and Responsibilities Personal Learning and Thinking Skills Creative Thinking skills	On Application