



One-Day Courses and Workshops

All courses can be aligned to your specific needs

Our one-day good practice courses and workshops are, typically, highly participative and interactive learning experiences. They are designed and delivered by subject specialists and provide high quality focused information, advice and guidance participants need to enable effective implementation.

Where required we can align content to include your policies and procedures and include time to enable participants to action plan as a group.

We can also develop bespoke courses and workshops to meet your specific needs. We are pleased to quote against your outline specifications.

Legislation and Compliance

Data Protection, GDPR and PECR

Data Protection – PIAs - Privacy Impact Assessments

Data Protection – PECR - Privacy and Electronic Communications Regulations

Using Social Media at Work – Policies, Rights and Responsibilities

Modern Slavery – Understanding and Preventing

PREVENT for Managers

PREVENT for teachers and trainers

Information Governance

Corporate Governance and Equalities

Employment Law, Rights and Responsibilities

Combating Bullying and Harassment

The Bribery Act

Recruiting and Managing Staff

People and Performance Management

Performance Management

Staff Selection, Recruitment & Retention

Appraisals and Performance Reviews

Managing Disciplinary and Grievance Issues

Avoiding Workplace Disputes and Tribunals

Managing Redundancy and Supporting Staff

Employee Representation

The More Effective Employee Rep – Role and Skills Development

The More Effective Employee Rep – Role and Legislation Awareness

The More Effective Employee Rep – Understanding Key Employment Law

The Employee Rep in Redundancy situations

The Employee Rep in TUPE situations

The Employee Rep in Advocacy, Disciplinary, Grievance situations

Managing Challenging Behaviour

Combating Bullying and Harassment

Managing Challenging Behaviour within Teaching

Management Development

Becoming a More Strategic Manager
Directors – Understanding the Roles and Responsibilities
The Effective First Line Manager
First Line Managers – Improving Skills and Effectiveness

Finance for Non-Financial Managers

Better Budgeting
Credit Control
Financial Planning & Control
Finance for Business
Finance for Directors
Financial Statements

Business Skills

Public Speaking and Presentations
Making Meetings More Effective
Writing Better Reports and Proposals
Writing Defensible Documents – Case Notes and Reports
Focus Groups – Improving Facilitation
Peer Group Working
Influencing More Effectively
Negotiating More Effectively
Working More Assertively

Equality and Diversity

Employment Law, Rights and Responsibilities
Equalities in Customer Care and Service
Equality legislation and good practice
Equality and Diversity for Museums and Galleries
Equal Pay Audits

Funding, Bidding and Tendering*

Bid and tender writing – Introduction to
Bid and tender writing skills
Bid and tender writing – advanced
Funding For Academies, Schools, FE
Funding for Employment and Training
Funding for Health Organisations and/or Health Projects
Funding for Social Enterprise and Volunteer Projects
Funding for Volunteer Projects

*More funding related courses available on request

Train the Trainer

Working with Volunteers

Volunteers and the Law
Volunteers and Criminal Record Checks
Funding for Volunteer Projects

Inspirational Teaching and Training Made Easier

Delivering More Inspirational Teaching
Getting More from Stretch and Challenge
Differentiated Learning Made Easier
Feedback for Improved Learning
More Effective Group Work and Discussion

Improving the Quality of Teaching and Training

Assessment Using Social Media
Teaching E-Safety with Social Media
Technology Enhanced Learning
More Effective Lectures and Presentations
RARPA Understanding and using
RARPA using within Accredited Learning
RARPA – improving QA
Re-Energising Teaching and Training Delivery
Working Together Learning Support Assistants and Teaching Staff

Teaching Maths, English and Soft Skills

Developing Students Soft Skills
Developing Independent Thinking Skills
Making the Teaching and Training of English Easier
Teaching Literacy – An Organisational Approach
Teaching Literacy to SpLD Students
Early Years Educator Students – GCSE English
Making the Teaching and Training of Maths Easier
Teaching GCSE Maths within FE
Teaching GCSE Higher Tier Maths
An Introduction to Mindfulness

Supporting Individuals and Special Needs

Mental Health Awareness
Understanding Specific Learning Differences
Teaching Autistic and Dyslexic Students
Bridging the Achievement Gap – Autistic and Dyslexic Students
Dyslexia
Autism Spectrum Disorders

PRICING GUIDE

Our typical* price for pre-developed one-day workshops with the client providing: venue, equipment, refreshments and printing materials from PDF files is £1095 + £20/delegate plus VAT on both elements. This gives an indicative price of £1295+vat for a group of 10 delegates, or £1495+vat for a group of 20.

**The typical price includes reasonable travel; delivery in areas outside central England may necessitate lengthy travel times and in some situations, we may need to make additional charges to cover this. Additionally, where significant time is required to alignment course content to local needs additional charges may apply. Please ask for a specific quote against your needs and location*

MORE INFORMATION

For more information, please visit our web site at
<https://concrew-training.co.uk>