



Fund your Chamber Training.....

BACKGROUND TO THE GOVERNMENT FUNDING

The government has set up a new Leadership and Management Advisory Service (LMAS) to help eligible employers identify and fund development opportunities for their senior leaders.

The aim of the service is to foster the leadership and management skills of senior staff so they can make full use of their workforce and accelerate the growth of their business.

The programme starts with an assessment of your organisation's ability to grow. It then offers a free skills needs analysis and help to put together a personal development plan.

A fund of up to £1000 is available for eligible companies, but if you've ever tried claiming government funding, you will know that the process can be a bit long-winded and tricky. That's why we have put together this simple guide to help you access your funding, in the hope that by making it clear and easier for you, you will choose us as your coaching and training supplier of choice, and use the funding for one of our programmes.

ABOUT - Chamber Trainers

We have developed and delivered client focused programmes in leadership, team development and behavioural change, sales, and a host of other workshop topics.

We work with business leaders and their teams to increase their ability to perform at their very best, in areas such as:

- ☑ A new role or new appointment
- ☑ Improving team working, and managing change
- ☑ Succession planning
- ☑ Team dynamics - accelerating the creation of a powerful team from a group of individuals
- ☑ Training of practical skills such as presentation, personal impact, conflict management, advanced communication, etc...

As a business specialising in executive coaching and leadership development, we are committed to working with individuals who want to grow, learn and develop themselves, their people and their business.

Our unique partnership with you and your team enables us to get to the heart of any challenges and to turn these into opportunities and successes.

We believe that by enabling you to push out your self-imposed performance boundaries, you will enrich your own life and those around you.

Our team of trainers provide an outstanding service and we offer a wide range of programmes to enable you to experience what business coaching and training can do for you, your team and your bottom line.

HOW THE £1000 GRANT MUST BE USED

Leadership and Management Development Solutions that develop the skills of the applicant to enable them to fully engage and optimise the contribution of their staff and therefore grow the business.

Eligible provision will fall under one of the following categories:-

Developing a highly effective personal leadership and management style

Including strategic thinking and effective communication.

Creating a joint enterprise culture with the workforce

Including developing an innovative, creative and productive culture for the organisation, developing productive working relationships, reducing and managing workplace conflict.

Planning and developing an effective organisation and teams

Including recruitment, selection and departure, building and managing effective, creative and innovative teams, conveying vision and objective setting.

Leading and managing employee high performance

Including employee motivation and commitment, delivering value, learning and development.

Solutions could be delivered by:

- Bespoke/tailored training options
- Workshops
- Online training
- Training programmes
- Peer learning
- Mentoring/coaching
- Qualification based programmes

WHAT LEVEL OF FUNDING CAN I CLAIM?

Up to £1,000 in grant funding to help pay for the training solution, the grant will pay for 50% of the fees excluding VAT up to the maximum amount of £1,000. For example:

- If the training programme costs £1,000 + VAT, you can claim back £500.
- If the training programme costs £2,500 + VAT, you can claim back £1000.

The grant is match funded, so whatever amount you're awarded you have to contribute an equal fund from your business.

DO I QUALIFY?

The grant is available to private sector businesses or social enterprises based that:-

- Have fewer than 250 full time equivalent employees, and
- Have at least one full time equivalent employee in addition to the applicant, and
- Display the potential for high or fast growth

High or fast growth is defined as defined as;

- If trading for more than 12 months have the potential to increase turnover by 20% each year for three years or
- If trading for less than 12 months have the potential to achieve a turnover of £500,000 within three years of starting trading

HOW ARE MY BUSINESS NEEDS ASSESSED?

In order to access the funding of £1000 you will be required to take part in a very simple 2 step process with the Leadership and Management advisory service. As part of your mandatory evaluation (see below for further details) you will be asked to complete a skills gap to identify the weaknesses in your current leadership and management skills and to create a development plan to develop them. You are likely be asked to consider how satisfied you are with the following areas of your business.

- Establishing direction
- Planning and budgeting
- Communication
- Organising and staffing
- Workforce development
- Controlling and problem solving
- Flexibility of approach
- Motivation and inspiration
- Promoting change
- Other

HOW CAN I SPEND THE FUNDING?

The funding must be spent on Leadership and management development solutions which can be delivered by

- Business coaching or mentoring
- Training programmes
- Bespoke or tailored coaching or training
- Workshops
- Peer learning
- Online training
- Mentoring or coaching
- Qualification based programmes

HOW TO ACCESS THE FUNDS?

The funding is available for business in all areas of England; each region varies slightly in its protocol.

Step 1:

To approve your application, The Leadership and management advisory service want to be certain that you have

- The ambition
- The plans
- The resources

To achieve 20% increase in turnover for the next three years.

Step 2

You must contact your local Leadership and Management Advisory Service, full details on page 9. (Please note that we CANNOT apply on your behalf)

Your eligibility will be checked and arrangements will be made for you to speak to a Leadership and Management specialist Adviser.

The Leadership and Management Specialist Adviser will discuss training and development requirements and ask you about the programme you want to complete with the Chamber Training department to verify that the provision is suitable. Your Leadership and Management specialist adviser will also help you to develop a personal development plan, which could identify and include other development opportunities.

The discussions with your local Leadership and Management Advisory Service will consist of 2 stages;

Stage 1 A telephone call off approximately one hour duration

Stage 2 A face to face meeting with your Leadership and Management Specialist Adviser that will last approximately one hour

An appointment is arranged with your local funding authority to undertake an initial diagnostic procedure about your business. This may be done on-line or face-2-face with a leadership and management adviser.

As part of your skills gap analysis you will be asked to complete a balance wheel or online alternative similar to the one shown below, where you rate your current skills level out of 10 and where you want your skills level to be in six months time. Funding will only be given to fund the following

- Developing a highly effective personal leadership and management style including strategic thinking and effective communication.
- Creating a joint enterprise culture with the workforce including developing an innovative, creative and productive culture for the organisation, developing productive working relationships, reducing and managing workplace conflict.
- Planning and developing an effective organisation and teams including recruitment, selection and departure, building and managing effective, creative and innovative teams, conveying vision and objective setting.
- Leading and managing employee high performance including employee motivation and commitment, delivering value, learning and development.

In either case, their leadership and management advisor will discuss your training and development requirements.

Step 3:

Providing step 2 was successful, your application will be processed, you will receive a letter or an email confirming that you have been approved for the funding.

Step 4:

You must now book and pay for your coaching or training. Once the Chamber receive payment they will issue you a receipt and invoice that you submit to reclaim your funding.

Your coaching or training must be started within 90 days of confirmation that you have received the funding or you will lose the grant funding.

Step 5:

In order to claim your grant refund, you need to provide proof of payment and evidence that you have started the approved course. Your coach and trainer will complete the relevant section of the training verification form so you can receive the funding.

Once the receipts, invoice, verification form and questionnaire have been completed you will receive your funding, usually within 30 days.

Step 6:

You complete your coaching programme, develop yourself and grow your business profits!

Step 7:

The leadership and management advisory service may conduct a follow-up call with you to gather feedback on the process and the quality of the training support you received, and to provide additional advice and service to ensure you realise the growth potential of your business.

North West

<http://www.business-enterprise.net/leadership/>

0845 112 0527 leadership@business-enterprise.net

WHICH PROGRAMMES CAN I GET FUNDED?

We have devised several coaching and training programmes for business owners and their teams which are eligible for the grants of £1000.

Or courses and training programmes can be arranged on a bespoke basis for your business.

Please contact us for further details direct to the Chamber office at 01244 669988 or Helen on 01606 883347 / 07855 311393 to discuss your specific requirements

HOW WE CAN HELP YOU?

If you would like more information about our programmes or to read testimonials from many satisfied client please visit our web site

WHAT YOU SHOULD DO NOW!

Arrange that training you have been thinking about

Helen Smith May 9th 2011