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**Business School**

**Executive Short Courses**





## Who can benefit?

Our short course portfolio is designed to bring high quality education to busy professionals or college and university graduates who do not have the time to engage in a long-term degree course or who do not have the time or money to go to university. Our courses are taught by a cadre of highly experienced and well sought after industry professionals and highly qualified learning and teaching experts. Our skilled lecturers have experience of the commercial, academic and community sectors, which will benefit you and your organisation. The courses are designed to ensure that all types of learners can benefit from the opportunities presented.

## Our approach to learning and teaching

Our courses are designed to ensure that you can work independently and hit the ground running in your chosen field. The practical exercises and workshops ensure that

# Our Short Courses

## Event Management

- Certificate in Event Health and Safety Management
- Certificate in Event Planning and Wedding Planning
- Practical Event Management

## People Management

- Certificate in Leading Organisational Change
- Certificate in Managing for New Managers
- Certificate in the Key HRM Practices for 21st Century Organisations
- Certificate in Leading and Managing People
- Certificate in Performance Management
- Certificate in Resourcing and Talent Development
- Strategic Human Resource Management for the 21st Century Workplace
- DiSC People Development Workshops



# Certificate in Event Health

Please visit our website  
[chi.ac.uk/business-school/executive-short-courses](http://chi.ac.uk/business-school/executive-short-courses)  
Duration 2 days (Sat/Sun), 9.30am-5.00pm  
Venue University campus or on site prior to arrangement  
Certificate in Event Health and Safety Management  
Awarded by University of Chichester  
Level 4  
Price £525  
Maximum group size 4-25 persons  
Tutor Wendy Sealy and guest speaker on site visit  
Includes Coffee/light snacks, course materials and manuals

## Highlights

Expert tuition from event industry professionals and academics, site visits, interactive learning, practical training, small classes, health and safety manual.

## Course overview

The Health and Safety at Work Act 1974, the Corporate Manslaughter Act 1997 and associated legislation has changed the legal framework in which events operate. The legal obligations for event managers have changed the ways events are planned and delivered. Any event organiser, organisation or local authority, has prime responsibility for protecting the health, safety and welfare of everyone working at or attending the event. Legal duties are also imposed on contractors and employees of the event organiser. While the HSE guide (the regulatory

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## Who is it for?

This course is designed for event organisers who want to build up their practical understanding of health & safety and how it applies to their events but who cannot afford the cost or time required for an 'IOSH Managing Safely' course. We can adapt the course to meet your company's specification based on type of events and client requirements. This is a two-day course delivered at your premises or at the University of Chichester, Tech Park, in Bognor Regis and is designed to coincide with the

# Certificate in Event

Course start dates and booking Please visit our website  
[chi.ac.uk/business-school/executive-short-courses](http://chi.ac.uk/business-school/executive-short-courses)

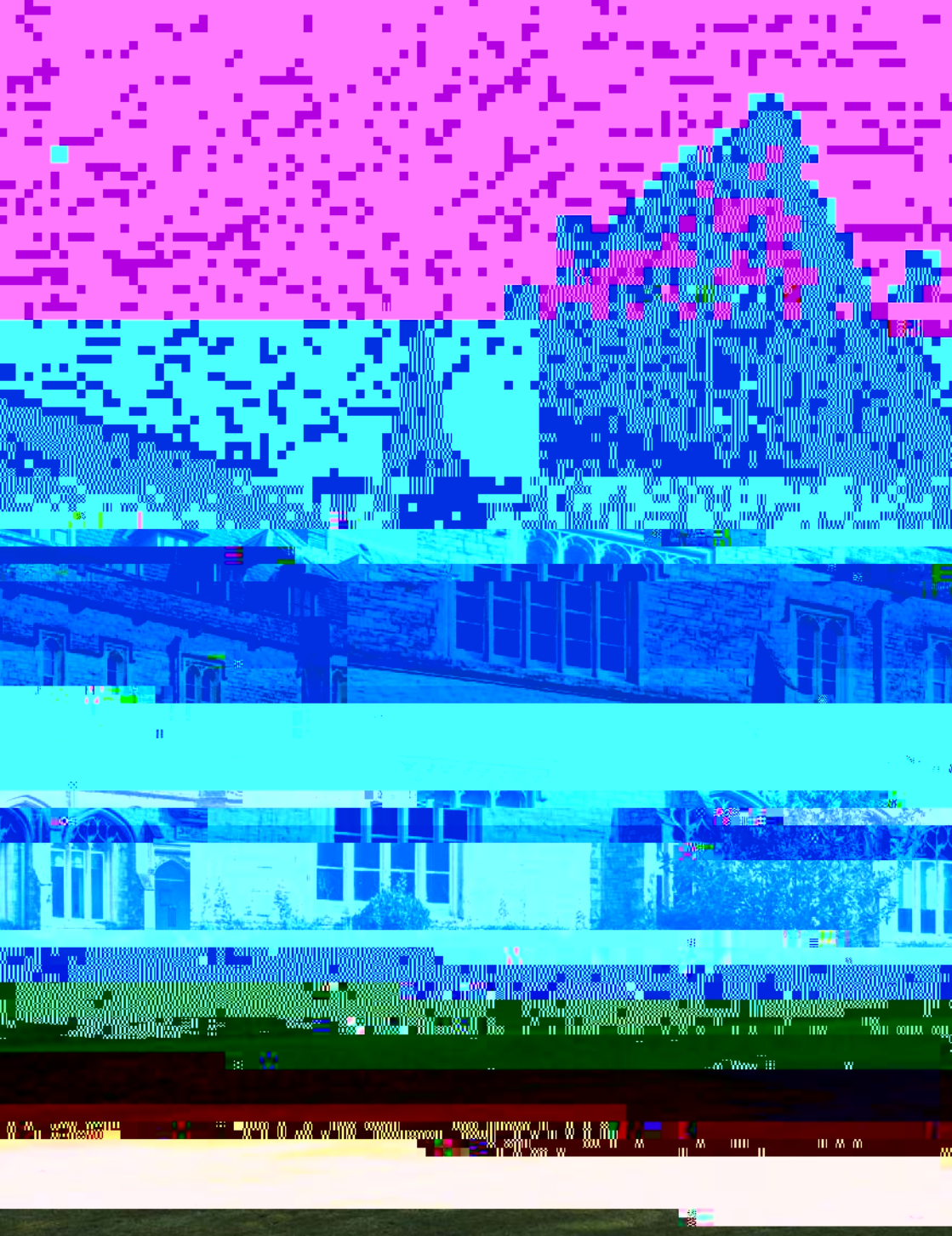




## Certificate in Event and Wedding Planning

- Wedding day scheduling
- Contingency planning
- Wedding and event planner responsibilities
- Working with wedding venues
- Venue selection criteria
- Conducting venue viewings
- Room and table lay-outs
- Decor and table design
- Outdoor locations
- Wedding services
- Catering
- Wedding suppliers – cakes, catering, music, florists, photographers, DJs, entertainment
- Designers and decor
- Photographers and videographers
- Cars and limousines
- Coaches and busses
- Accommodation
- Bridal party wear
- Sales Skills
- Building a client profile
- Selling techniques
- Client Management
- Setting up your wedding/event business

For further information on this course contact: Wendy Sealy  
w.sealy@chi.ac.uk, mobile: (+44) 07884 088577, office: (+44) 01243 8163404



# Practical Event

Please visit our website [chi.ac.uk/business-school/executive-short-courses](http://chi.ac.uk/business-school/executive-short-courses)

**Course duration** 1 year (Sept-July), 6.00-8.30pm

**Course venue** University campus or off-site prior to arrangement

**Course title** Certificate in Practical Event Management

**Course format** Live event delivery

**Awarded by** University of Chichester

**Level** Level 4

**Price** £1200

**Maximum group size** 6-10 persons

**Course Tutor** Wendy Sealy and guest speakers

**Includes** Course materials, free parking, and cost of event kit

## Highlights

- Expert tuition from industry professionals
- Interactive learning
- Small classes
- Site visits
- Practical 'live' delivery of an event

## Course overview

The aims of this course are to provide students with the opportunity to implement a live event that meets local district council standards and regulations that can withstand SAG scrutiny. The course is based on student self-directed activities supported with on-demand tutorials at key points of the event implementation process. You will plan an event based on the brief and specification of a client.



## Course outline

- Site arrival, perimeter demarcation, security, site mark-out
- Client management
- Production Schedule Build-Up application – managing the load-in – logistical discipline and control
- Teamwork and leadership styles, management and culture training
- Communication, chain of command and delegation
- Supplier management
- Security and crowd control
- Risk management
- Staff and stewardship debrief: visitor service, transport and support service operations, last-minute checks and contingency plans
- Welcoming of visitors, recording visitor data. Visitor flow management and staff distribution at key points
- Trouble-shooting on site
- Stopping the event and dealing with visitor exit flow
- Physical de-rig and management of breakdown schedule
- Admin and contract acquittal. Paying of staff, and suppliers (if relevant)
- Marketing and legacies, internal and external communications
- Site hand-over and restoration of the site/venue

For further information on this course contact: Wendy Sealy  
w.sealy@chi.ac.uk, mobile: (+44) 07884 088577, office: (+44) 01243 8163404

# Certificate in Leading Organisational Change

Please visit our website [chi.ac.uk/business-school/executive-short-courses](http://chi.ac.uk/business-school/executive-short-courses)  
to contact Paula.jenkins@chi.ac.uk to discuss your needs and availability  
The course duration is 5 days, 6 hours per day  
The course is available on-site prior to arrangement  
The course is titled Certificate in Leading Organisational Change in the 21st Century  
Awarded by University of Chichester  
Valid for Level 4  
The course costs £2500  
The course is for a maximum of 6-16 persons  
The course is taught by University of Chichester Faculty Tutors, Guest Speakers  
The course includes Course materials, DiSC report and certificate of attendance

## Highlights

- DiSC report
- Expert tuition from Organisational Development consultants and Leadership and Management academics
- Interactive learning
- Personal advice on leadership style and specific issues
- Chance to establish a professional learning set
- Practical tips and takeaways

## Course overview

This short course is an ideal opportunity for you to take the much-needed strategic time to explore and reach the next stage in leading your organisation. Connect with your creativity to produce disruptive strategies for innovation and to transform your organisation. Learn about being a 21<sup>st</sup> century leader with an agile mindset to take risks within the context of your organisational culture and values. Utilise diagnostics and learn how to navigate the force fields of power and politics. Leverage your most unique resource, your people, through engagement, well being and positive experiences to thrive and perform at their peak.

## Who is this course for?

This course is suitable for people in a mid-career people leading role, leading projects, teams or organisations.

## Course outline

- Leading in VUCA times as the new normal
- Explore the 21<sup>st</sup> century leadership style
- Leading yourself before you lead others
- Explore various change models and experiential exercises
- Reflection in action practice
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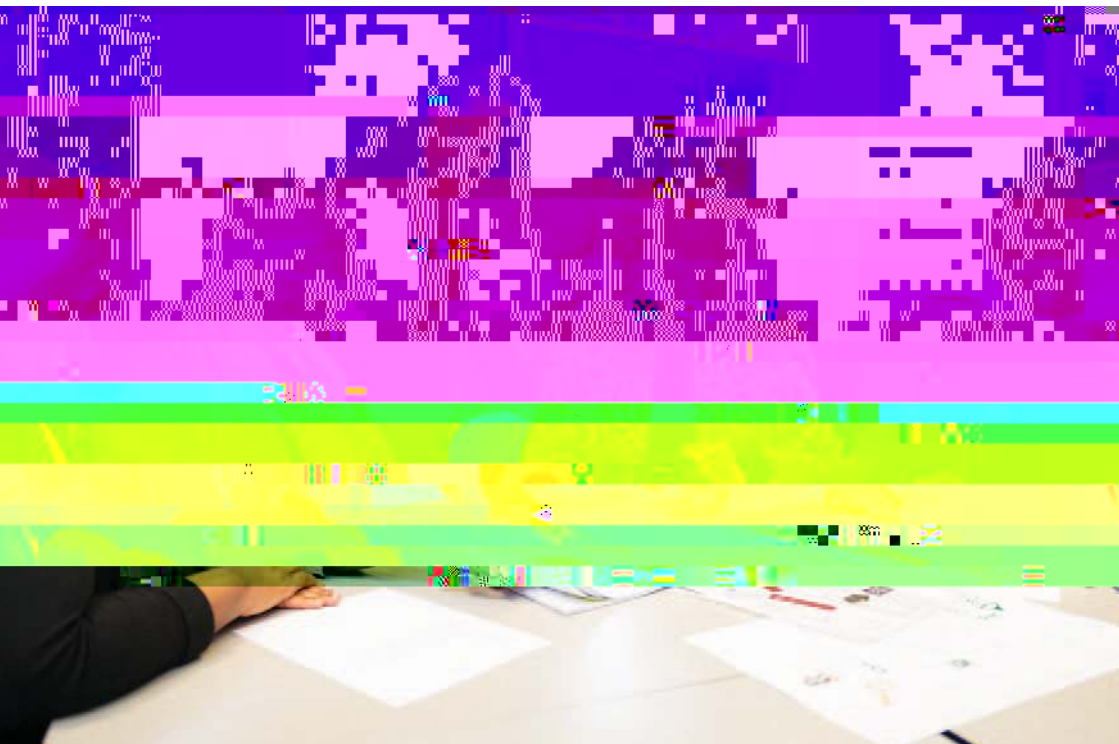


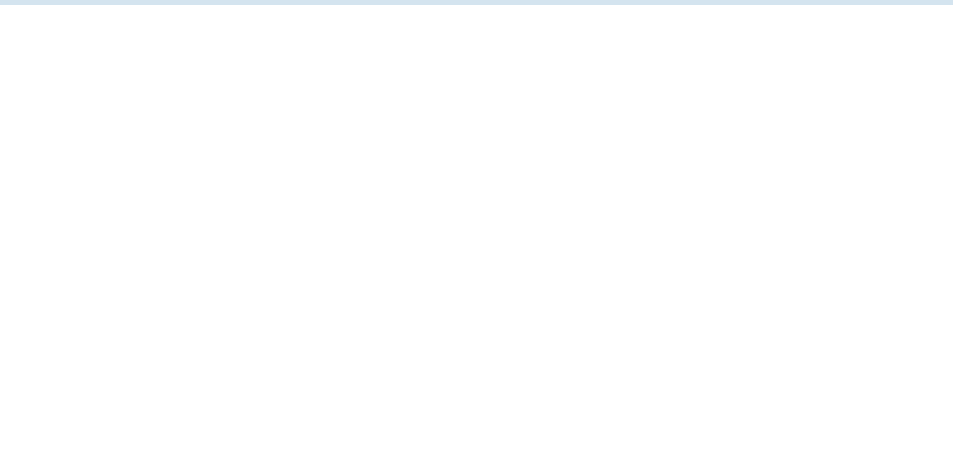
## Who is this course for?

This course is designed for managers who are looking for some practical ideas and techniques to enable their team members to make a successful transition to their first people management role.

## Course outline

- How to identify the unique challenges of your new managers
- Know who you are managing and their individual perspectives
- Setting expectations
- Having a transitioning strategy
- Communication
- Establishing communication guidelines
- Giving feedback
- Providing appropriate support
- Coaching and development
- Modelling behaviour and cultivating the right conditions to help them succeed
- Further developing own skills as a competent leader





## Who is this course for?

This course is designed for line managers who are looking to formalise their experience with a qualification or HR practitioners who would like to update their knowledge and skills. It is also suitable for those individuals who may be considering HR as a career and would like a short course to see if it could be the right area of business for them.

## Course outline

The programme

- The business of HR
- HR career opportunities and trends

During

- Workforce planning
- Recruitment and selection
- On-boarding new joiners
- The end of probation

Performance management

- Traditional and contemporary approaches
- Performance management systems
- The role of the line manager and HR
- The outcomes of effective performance management

Reward

- Different approaches to Reward
- Motivation and employee performance
- The potential benefits of the reward process
- Key considerations in area of Reward

Employee development

- How people learn
- Creating a learning intervention
- Contemporary Employee Relations
- Employee Well Being
- HR Analytics
- Learning and development at work
- Employee Relations
- Employee Engagement
- Managing poor performance
- Key metrics to measure impact

For further information on this course contact: Paula Jenkins

paula.jenkins@chi.ac.uk mobile: (+44) 07780 436059, office: (+44) 01243 812048

Course start dates and booking Please visit our website  
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Contact Paula.jenkins@chi.ac.uk to discuss your needs and availability  
Course duration hours 5 days, 6 hours per day  
Course venue University campuses or on site by prior arrangement  
Certificate Certi cate in Leading and Managing People  
Awarded by University of Chichester  
Level 4  
Price £1500  
En maximum 6 -16 persons  
Course tutors Paula Jenkins and guest speaker  
Includes Course materials and certi cate of attendance

## Highlights

- Expert tuition from people managers and academics
- Interactive learning
- Small classes
- Personal advice on development your management style

## Course overview

The ability to lead a team and manage people is essential to business success and most people at some point in their career will be asked to lead and manage a group of people. This practical course will develop your awareness of what is different about managing people and provide knowledge about the roles, responsibilities and skills of a manager. There will also be guidance on how you can further develop your own management style by exploring and gaining greater understanding of how you view the world and how this will influence your approach to leading and managing people. The course will introduce you to the specific tools and techniques to manage the day to day and to motivate individuals and teams to give great performance and for how to handle performance issues.

# Who is this course for?

This practical course is for anyone who is new to people management at a supervisory or junior management level. It is also suitable for those individuals who aspire to manage people in future and would like to know more about what it involves.

## Course outline

### Supervisory manager

- Situational leadership and influential contemporary leadership theories
- The roles and responsibilities of a manager
- Managing effective teams and understanding team dynamics

### Management styles

- Different approaches to the management of people
- Developing my management style-exploring my view of the world
  - Self awareness*
  - Emotional Intelligence*
  - Resilience*
- The psychology of people management
  - The psychological contract*
  - Motivation and performance*
  - Positive psychology*
  - Managing virtual teams*
  - The lessons from neuro science and behavioural science*

### Managing the Team

- The nature of teams – what makes a great team?
- Working collaboratively for high performance
- Enhancing the customer and employee experience

Courses start dates and booking Please visit our website  
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Contact Paula.jenkins@chi.ac.uk to discuss your needs and availability  
Course duration 5 days, 6 hours per day  
Course venue University Campus or off site by prior arrangement  
Certificate Certi cate in Performance Management  
Awarded by University of Chichester  
Level Level 4  
Price £1500  
Enrollment max 6-20 persons  
Course tutors Paula Jenkins and guest speaker  
Inclusions Course materials and certi cate of attendance

## Highlights

- Expert tuition from people managers and academics
- Interactive learning
- Small classes
- Personal advice on development your management style

## Course overview

Many organisations struggle to effectively enhance the performance of their employees. A performance management approach and system that suits the organisational context and that links with the organisation's strategic goals as well as recognising the needs of individuals is key to competitive advantage and sustainable business success. This course will equip you with the HR knowledge and skills to deliver a performance management system which is appropriate for the context of the organisation and focuses on the necessary knowledge and skills for successful implementation.

## Who is it for?

This practical course is for anyone who is working in people management at a supervisory or management level and would like a much deeper understanding of the performance management process.

It is also suitable for those individuals who would like to formalise their experience with some specialist training and for HR practitioners who would like to extend or update their knowledge and skills in this important area of HR activity.

## Course outline

Performance management

- Traditional and contemporary approaches
- A strategic approach to Performance management
- Performance management systems
- The role of the line manager and HR
- The outcomes of effective performance management
- Performance, Development and Career conversations
- What is 360 feedback?

Setting the agenda for the line manager

- Setting the agenda
- Creating the right atmosphere
- Key skills
- Goal setting
- Action Planning

Managing under performance

- Helping individual employees to improve performance
- Issues within under performance
- Ways forward when there is no improvement

Work performance measurement for the line manager

- Performance metrics
- Performance Management and Employee engagement



# Certificate in Resourcing

Course start dates and booking Please visit our website  
[chi.ac.uk/business-school/executive-short-courses](http://chi.ac.uk/business-school/executive-short-courses)  
Contact Paula.jenkins@chi.ac.uk to discuss your needs and availability  
Course duration 5 days, 6 hours per day  
Course venue University Campus or off site by prior arrangement  
Certificate in Resourcing and Talent Development  
Awarded by University of Chichester  
Level 4  
Price £1500  
Minimum 6-20 persons  
Course tutor Paula Jenkins  
Includes Course materials and certificate of attendance

## Highlights

- Expert tuition from people managers and academics and small classes
- Interactive learning
- Personal advice on development of your resourcing strategy

## Course overview

Attracting the right talent to an organisation with the right knowledge, skills and





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Contact Paula.jenkins@chi.ac.uk to discuss your needs and availability

Course duration hours 5 days, 6 hours per day

Course venue

interest in the role of the workforce in delivering superior Business Performance and how that can be achieved through a Strategic approach to Human Resource Management. You will be taught by HR professionals who have a wealth of experience to share with you. Practical sessions in how to design an HR strategy that is aligned with your organisation's context and how to implement a strategic approach to the specific HR practices of Resourcing and Talent Management, Performance Management, Reward Management, Employee Development and Employee relations. You will be provided with tools and resource examples so that you can develop Strategic HR processes and practices independently and appreciate the value of HR Analytics in measuring the value of HRM in creating value through people.

## Who is this course for?

This course is designed for line managers who are looking to formalise their HR experience or HR practitioners who would like to progress in their HR career and move into more strategic roles or want to update or extend their knowledge and skills. It is also suitable for those Business professionals who may be considering a change of career direction to HRM and would like a short course to see if this is an area of business for them.

## Course outline

The strategic uses of HRM

- What is a strategic approach to HRM?
- Supporting the delivery of Business Strategy through people
- Business strategy, culture, organisational structure and HRM
- Transformational versus transactional HRM
- The digitisation of HR

Understanding organisational context and strategy

- Understanding the organisational context
- Formulating an HR Strategy

Why? The changing role of HR within contemporary organisations

- Why? The changing role of HR within contemporary organisations
- The new ways of working
- The future of work
- Working with stakeholders

Resourcing and Talent management

- Strategic workforce planning
- Contemporary approaches to talent attraction and retention
- Diversity and Inclusivity – the new agenda





# DiSC People Development Workshops

*Everything DiSC* is a contemporary suite of psychometric tools from Wiley publishers, used extensively in Fortune 100 companies in the USA, and in large and small organisations in Australia and Europe. *Everything DiSC* is used to help organisations create and embed their culture, foster positive team working with constructive conflict and develop management and leadership capability.

Our tutors are certified DiSC facilitators and each participant receives their own personalised report as part of the workshop. The following are a selection of popular DiSC workshops that are available to single organisations seeking a bespoke approach to employee development at an organisational, team and individual level. These workshops can be held in one of our course venues or on site at your company.

## Working effectively as a Team

Duration 1 day + half day follow up

Up to 12 participants £199

Using the DiSC workplace model and psychometric tool, workplace teams will have the opportunity to explore their personal styles in the workplace and consider the impact of their personal style on others. Each team member will receive a personal DiSC report and have the opportunity to participate in individual, small group and whole team activities using the DiSC model. The focus will be on increasing workplace effectiveness within teams and as individuals

## Developing as A Manager

Duration 1 day and 1:1 coaching session

Up to 12 participants £225

The one to one relationships that managers have with their superiors and team subordinates is a critical aspect of the manager role. This short course will help managers to develop self-awareness, understand their teams and adapt their management style to bring out the best in each employee. It will use the *Everything DiSC* management tool and each participant will receive a personalised report with ideas and guidance as to how they can direct, delegate and develop people of each DiSC style and successfully manage upwards.

### • Productive Conflict

Duration 2 days

Individual price £290

This short course will explore the nature of workplace conflict and allow individuals using the DiSC model to explore the destructive and productive behaviours of each DiSC style including their own. Each participant will receive their own personalised report with guidance on how to manage their response to conflict situations and to explore communication strategies to engage productive conflict with colleagues

### • Leadership Development

Duration 2 days

Individual price £400

This workshop might be part of a longer leadership and development programme and is for leaders with a strategic role in organisations and responsibility for setting vision. It includes the opportunity to explore an approach to leadership and focuses on tangible steps directed at leading a group or organisation toward desired outcomes. It encourages leaders to understand their own leadership behaviours and how these may impact on their effectiveness using a framework of:

- Vision
- Alignment
- Execution

This uses the *Everything DiSC* work of leaders profile and each participant receives an individual report. There is also an opportunity to include a 363 For Leaders report. It is based on the 360 degree model for feedback with an additional 3 actions.

# Short Courses

## Terms and Conditions

### Terms and Conditions

Courses are open to anyone aged eighteen (18) and over  
To book a place please complete the Booking Form and pay online  
You will receive an email with joining instructions 3 weeks before the start date.

### Our rights and obligations

We will make every effort to run courses as advertised. However, we reserve the right to make changes to any course in order to ensure that they are up to date and in accordance with current best practice.  
We reserve the right to cancel or suspend any course. If this is the case, you will be informed by email and given a full refund.

### Your rights and obligations

Please bring your joining instructions with you at the start of the course.  
You must notify us of any changes in your registration details including your name, address, telephone number and/or email address  
You agree to act with courtesy, consideration and integrity towards the University staff and other students. We reserve the right to terminate the contract with you and remove you from the course in circumstances where your conduct is deemed to be unfit or unsuitable or damaging to the University of Chichester or its reputation. If you are removed from the course in accordance with this clause, we will not refund any sums paid by you towards the course.

We will endeavour to cater for special diets due to medical reasons. You must provide details on your booking form if you have any dietary requirements or require any special assistance.

Recordings (audio or video) are not permitted during training sessions – however copies of presentations and additional resources will be provided electronically following your course (shared via drop box.)

We take the health and safety of our course participants seriously and delegates must follow any health and safety procedures as advised by the University of Chichester, their facilitators, transport officials or venues visited.



Failure to do so, may result in the delegate's removal from the course.  
Provision of a University of Chichester Certificate requires 100% attendance.  
Participants who are unable to achieve the required attendance (i.e. due to illness or emergency) will be provided with a Statement of Participation for subject areas they were able to attend.

Payment and hang s

You must pay the course fee at the time of booking. After you have paid in full you will be emailed a confirmation.

invoices

If you wish to request an invoice to make payment for your course, please email us. For invoice payments – please note that bookings are not confirmed until payment has been received.

Payments can also be made by bank transfer. Please contact us for bank details

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## CONTACT US

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College Lane  
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Email: [paula.jenkins@chi.ac.uk](mailto:paula.jenkins@chi.ac.uk)

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