

The People Manager's Toolkit

Online management training created to develop people managers

Introduction to The People Manager's Toolkit

In today's high pressure business environment, the ability to manage people effectively is vital.

In partnership with HR specialists In Good Company, we have developed this suite of 20 courses, aimed at helping those who manage others to achieve their full potential in carrying out their supervisory role. This comprehensive management training toolkit will benefit not only the individual manager, but also the team within which they work and consequently their wider organisation. The suite covers a wide range of areas including How to Manage Recruitment and Selection, How to Manage Redundancy, How to Delegate Effectively, How to Manage Coaching and How to Manage Sickness and Absence.

Total flexibility is offered; courses are available individually at £30 each or as a discounted package of courses.

Each course has been CPD (Continuous Professional Development) accredited, and on completion of each of the 3 levels below, the learner will receive a City & Guilds accredited certificate.

There are 3 packages available as follows:

- **Essentials level:** any 6 courses* for £99 + VAT
- **Advanced level:** any 12 courses* for £179 + VAT
- **Best Practice level:** any 18 courses* for £259 + VAT

*Selection must include 'Understanding the Role of the Manager' course



About In Good Company

In Good Company works with individuals and teams to deliver sustained performance improvement. They offer a range of blended coaching and training experiences that enable people to overcome the obstacles in the way of performance.

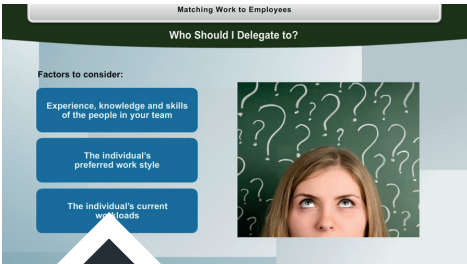
Their work draws on their experience as Senior HR Professionals, Coaches and Training Specialists. Having worked across a range of sectors, they have experienced first-hand the challenges of performance management and used this experience to help develop these online courses.
www.igcompany.co.uk



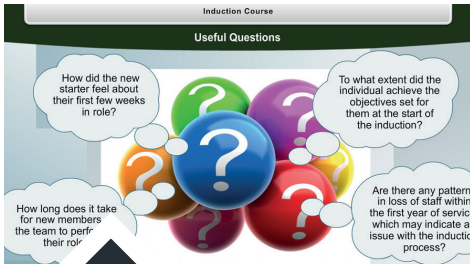
Popular courses in the package



Understanding the Role of the Manager



How to Delegate Effectively



How to Develop an Effective Induction



20 management courses to choose from



Understanding the Role of the Manager (mandatory in all packages)



How to Manage Learning and Development



How to Delegate Effectively



How to Manage Performance Reviews



How to Develop a Culture of Openness and Trust



How to Manage Recruitment and Selection



How to Develop an Effective Induction



How to Manage Redundancy



How to Manage Capability



How to Manage Retirement



How to Manage Coaching



How to Manage Sickness and Absence



How to Manage Conflict



How to Manage Through Change



How to Manage Discipline and Grievance



How to Manage Volunteers



How to Manage Effective Meetings



How to Manage Working Parents



How to Manage Equality and Diversity



How to Recognise and Reward Your Team

About the courses

Understanding the Role of the Manager

**mandatory in all packages*

Completion of this course will provide learners with a greater understanding of the difference between management and leadership, as well as the ability to recognise the different stages of team development.



- #### How to Delegate Effectively

Understanding the importance of effective delegation and how to implement it will be understood upon the completion of this course.
- #### How to Develop a Culture of Openness and Trust

By completing this course, managers will learn to appreciate how they can influence the culture of an office.
- #### How to Develop an Effective Induction

Inductions form an important part of any new starters’ training and, by completing this course, learners will be able to identify the different stages of an induction and be able to design an induction checklist.
- #### How to Manage Capability

The ability to tackle performance problems effectively and recognise how to conduct a formal capability meeting will be developed by taking this course.
- #### How to Manage Coaching

An increased awareness of coaching techniques and their value will be provided through this course’s content.
- #### How to Manage Conflict

The causes of conflict at work and how it can be managed will become clearer upon completion of this course.
- #### How to Manage Discipline and Grievance

Completion of this course will supply learners with the knowledge of how to manage discipline and grievance in the workplace.
- #### How to Manage Effective Meetings

The completion of this course will give learners an understanding of why meetings are important and the knowledge of how to ensure that the key outcomes of an effective meeting are achieved.
- #### How to Manage Equality and Diversity

This course will provide learners with the information of how to manage equality and diversity in the workplace.

- #### How to Manage Learning and Development

The content of this course will provide learners with the knowledge of why learning development is important, as well as the skills to create personal development plans.
- #### How to Manage Performance Reviews

By completing this course, learners will recognise how to deliver effective performance feedback and be able to set clear development goals.
- #### How to Manage Recruitment and Selection

Upon completion of this course, learners will be able to describe a variety of selection methods and understand the impact of legislation on recruitment and selection.
- #### How to Manage Redundancy

An increased understanding of the redundancy process and how to manage it fairly will be provided by the teachings of this course.

Learner feedback

“ This was a brilliant unit that really helped me to understand the importance of preparation - fundamental for managing a meeting.

“ I liked that the information was broken down in bite size pieces and the short quiz in between makes it easier to learn and remember.

“ Very easy to use and navigate around the modules.

- #### How to Manage Retirement

The skills and training of how to handle the retirement process will be supplied through the content of this course.
- #### How to Manage Sickness and Absence

The content of this course will give learners the knowledge of how to manage sickness and absence, in addition to being aware of the options for facilitating employees returning to work.
- #### How to Manage Volunteers

Understanding how to differentiate between a volunteer and employee, as well as the fundamentals of volunteers and the law, will be demonstrated by the content of this course.
- #### How to Manage Working Parents

The completion of this course will provide learners with the ability to manage requests for paternity leave, parental leave and flexible working, on top of being able to identify which types of leave are appropriate.
- #### How to Recognise and Reward Your Team

By completing this course, managers will learn how to recognise and reward their team, and understand the importance of reward and recognition for employee motivation.

Learner feedback

“ The system isn’t just pages and pages of reading, you can swipe boxes in whatever order you please and go back if unsure.

“ I liked the fact that I could review by using the back button when I got distracted.

“ I particularly liked the end of module tests. I found doing these allowed me to reflect on what i had learnt before moving on to the next module.





Customer feedback

“The People Manager’s Toolkit from Virtual College was identified as an ideal way to help our Deputy Managers reach their full potential.

“We opted for the Advanced Level package to give access to a wide range of appropriate resources and City & Guilds accreditation means the learners have something of recognisable value at the end of their studying.

“At the same time our Site Managers will go through the courses so they are aware of the resources being accessed by their Deputy Managers.”

Rob Davies, Area Manager, Go Ape

Flexible and cost effective online courses

Total flexibility is offered; courses are available individually at £30 each or as a discounted package of courses.

Individual courses can be used to fill gaps in a manager’s existing knowledge or the learner can complete 6 courses to become a **City & Guilds Accredited Essential People Manager**, 12 courses to become a **City & Guilds Accredited Advanced People Manager**, or 18 courses to become a **City & Guilds Accredited Best Practice People Manager**.

Progression is simple and very flexible depending on the needs of the individual and/or their organisation.

Packages available

		
Essential People Manager Level	Advanced People Manager Level	Best Practice People Manager Level
6 course package includes:	12 course package includes:	18 course package includes:
‘Understanding the Role of the Manager’ course	‘Understanding the Role of the Manager’ course	‘Understanding the Role of the Manager’ course
Your choice of any 5 courses from a selection of 19 courses	Your choice of any 11 courses from a selection of 19 courses	Your choice of any 17 courses from a selection of 19 courses
Total individual price £180	Total individual price £360	Total individual price £540
Bundle price £99 ^{+VAT}	Bundle price £179 ^{+VAT}	Bundle price £259 ^{+VAT}
		
On completion, learners will get an ‘ Essential City & Guilds Certificate ’	On completion, learners will get an ‘ Advanced City & Guilds Certificate ’	On completion, learners will get a ‘ Best Practice City & Guilds Certificate ’

Featured customer:



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Rob Davies, Area Manager, Go Ape



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**Learning technologies supplier of the year,
with over 2 million online learners.**

