

## Partnership Service Portfolio

Fact sheet June 2009

### Leadership and Management Funding

**Did you know there is £1,000 available towards your training budget?**

Lander Associates has:

- ★ Identified available funding which can be used to supplement your training budget
- ★ Researched a simple and effortless way of sourcing £1,000 towards Senior Managers Training
- ★ Confirmed that this funding can be used against Lander Associates training
- ★ Created a simple Five Step Funding Guide

The Learning and Skills Council (LSC) through Regional Skills Brokers are offering a maximum of £1,000 funding for leadership and management training to those who have strategic responsibilities for their business such as Directors and Senior Managers. Our research shows this funding can be put towards your Lander Associates training programme, for example Executive Coaching, Leadership Workshops (other options can be discussed with Fiona) or used with other appropriate providers.

To benefit from this funding you must:

- ★ Have between five and 249 employees
- ★ Have not had any funded management training from external bodies in the last 12 months
- ★ Have an office address in England

The first £500 of support does not require a contribution from you. The remaining £500 must be match funded by you and can be used for developing any of the senior management team.

To get you started we have put together the a funding guide; **The Five Steps** (below) and a Regional Skills Brokers List (attached). **Applying is a simple and straight forward process.**



**Call Fiona for an initial discussion now!**



## The Five Steps

### 1. Am I eligible?

To be eligible your organisation must include Directors/Senior Managers and employ between five and 249 employees within your region (which can include full/part-time employees and volunteers). You must not have had any funded management training from external bodies in the last 12 months.

To take full advantage of the £1,000 funding, all Directors/Senior Managers qualify for the first £500; however the subsequent £500 must be match funded by you. The funding can support a range of training such as coaching, workshops, mentoring and seminars. It cannot, however, support any technical training such as IT software skills.

### 2. How do I apply?

- ★ **Call Fiona (01582 791838) for an initial discussion**
- ★ Look on the attached Regional Skills Brokers list and locate your county in the last column. In the previous column you will find the contact and their email details. Please either call or email the contact to apply. For the East of England only there is an option to apply online through the website shown.

### 3. What happens next?

**Once the application is completed and submitted:**

- ★ You will be contacted within one week by a specialist adviser to carry out an analysis of your training needs. The adviser will talk you through the process and arrange to visit you (or conduct this online and via telephone, your advisor will tell you the preferred method for your region). The visit or telephone meeting is compulsory and will take a maximum of two hours (often less especially on the telephone) and can be arranged at a time to suit you.
- ★ During the visit a Personal Development Plan (PDP) will be agreed.
- ★ Upon completion of your PDP, an agreement letter confirming the training and funding will be sent to you. Training must commence within 90 days of your PDP.

### 4. Who can I do the training with?

- ★ Firstly, the choice of training provider is up to you. The specialist adviser can only make a recommendation from the range of training companies available to them. **Of course, Lander Associates can continue to provide a creative and in-depth solution to your training.**

### 5. How do I get paid?

- ★ The funding can only be claimed from your Regional Skills Broker once the training provider has been paid
- ★ Complete a Training Verification Form (TVF) and submit along with proof of payment. (A TVF template will be supplied by the specialist adviser.)
- ★ On completion of the required information, re-imburement of your funding can be expected within 30 days of receipt of your TVF, *(please note you cannot claim VAT from the Leadership and Management Funding Services)*

## REGIONAL SKILLS BROKERS

| Region                              | Broker                               | Contact  | Tel  | Email  | Counties covered  |
|-------------------------------------|--------------------------------------|--|--|--|---|
| East Midlands                       | Business Link East Midlands          | Janet Moody<br><i>Head of Skills Brokerage</i>       | 07825 344617                                       | <a href="mailto:janet.moody@businesslinkem.co.uk">janet.moody@businesslinkem.co.uk</a>   | Derbyshire<br>Nottinghamshire<br>Leicestershire<br>Lincolnshire (except North and North-East)<br>Northamptonshire |
| London and Yorkshire and Humberside | Exemplas                             | Stuart Walker<br><i>Special Projects Manager</i>     | 01707 398202                                       | <a href="mailto:stuartw@exemplas.com">stuartw@exemplas.com</a>   | Key contact   |
|                                     |                                      |  |  | <a href="mailto:londonlmreferrals@exemplas.com">londonlmreferrals@exemplas.com</a>   | All London Boroughs   |
|                                     |                                      |  |  | <a href="mailto:yhlmreferrals@exemplas.com">yhlmreferrals@exemplas.com</a>   | Yorkshire<br>North and North-East Lincolnshire<br>(Scunthorpe, Grimsby)   |
| West Midlands                       | West Midlands Brokerage Services Ltd | Fred Bentley<br>and<br>Michelle Connor               | 07810 377780                                       | <a href="mailto:frederickbentley@businesslinkwm.co.uk">frederickbentley@businesslinkwm.co.uk</a><br><a href="mailto:michelleconnor@businesslinkwm.co.uk">michelleconnor@businesslinkwm.co.uk</a> | Birmingham<br>Black Country,<br>Coventry<br>Warwickshire<br>Herefordshire<br>Worcestershire<br>Staffordshire      |
| East of England                     | The Home Counties Consultancy Ltd    | David Leyserman<br><i>Specialist Adviser Manager</i> | 07815 946205                                       | <a href="mailto:david.leyserman@tchc.net">david.leyserman@tchc.net</a><br><a href="http://www.tchc.net">www.tchc.net</a>   | Hertfordshire<br>Bedfordshire<br>Essex<br>Cambridgeshire<br>Suffolk<br>Norfolk                                    |
| North West                          | Business Link Northwest              | Zoe Fox<br><i>Contract Manager</i>                   | 01772 790140<br>0845 006 6 888<br>Mob 07788 415627 | <a href="mailto:info@businesslinknw.co.uk">info@businesslinknw.co.uk</a><br><a href="mailto:nwleaders@businesslinknw.co.uk">nwleaders@businesslinknw.co.uk</a>                                   | Cumbria<br>Lancashire<br>Greater Manchester<br>Merseyside,<br>Cheshire  |
| North East                          | Northumberland Business Services     | Joy Gair   | 01670 813322                                       | <a href="mailto:joy.gair@n-bs.org">joy.gair@n-bs.org</a><br><a href="mailto:l&amp;mreferral@nbsl.org.uk">l&amp;mreferral@nbsl.org.uk</a>   | County Durham<br>Newcastle<br>Teesside<br>Northumberland  |
| South East                          | Skills South East                    | Gill Pulling   | 07894 608511<br>0845 751 2288                      | <a href="mailto:gill.pulling@traintogainse.co.uk">gill.pulling@traintogainse.co.uk</a><br><a href="mailto:info@traintogainse.co.uk">info@traintogainse.co.uk</a>                                 | Hampshire and Isle of Wight<br>Sussex<br>Surrey<br>Kent<br>Berkshire<br>Oxfordshire<br>Buckinghamshire            |
| South West                          | Northern Arc Limited                 | Caroline Millman<br><i>Project Manager</i>           | 07760 160906                                       | <a href="mailto:caroline.millman@businesslinksw.co.uk">caroline.millman@businesslinksw.co.uk</a><br><a href="mailto:LMAS@businesslinksw.co.uk">LMAS@businesslinksw.co.uk</a>                     | Cornwall<br>Devon<br>Somerset<br>Dorset and Bournemouth<br>Wiltshire<br>Gloucestershire<br>Bristol                |