

FACT3™

ACADEMY CALENDAR 2023/24



JUL

High Impact
Communication

AUG

First Aid at Work

Serious Data
Security

SEP

10 Step
Management
Programme

Fundamental
Wellbeing First
Aider

OCT

The Leadership
Programme

Fundamental
Wellbeing
Essentials

NOV

The Employment
Journey

DEC

Train the Trainer

JAN

First Aid at Work

Culture and
Employee
Engagement

Fundamental
Wellbeing
Foundations

FEB

10 Step
Management
Programme

Finance for Non-
Finance Managers

MAR

High Impact
Meetings and
Decision Making

The Power of
Profiling: DISC

Fundamental
Wellbeing
Supporter



Staying informed on hot topics is absolutely essential in this fast-changing business world. Our Live Learn webinars keep you up to date with the latest industry trends.

Featuring FACT3 Partners and industry expert Guest Speakers who share their invaluable advice and opinions, we provide you with direct access to their expertise, enabling you to make informed decisions and implement effective strategies within your business.

These **FREE** 60 minute interactive sessions are not your average webinar; our live format encourages active participation, allowing you to ask questions, engage in discussions, and receive real-time answers from the experts. It's a collaborative learning experience designed to enhance your understanding and address your specific needs.

Thursday 14th September

Optimising your Business for Sale

[Andrew Jackson](#), Numbers Partner, FACT3

[Laura Brogden](#), Numbers Partner, FACT3

[Jonny Parkinson](#), Managing Partner, Marktlink

Thursday 28th September 2023

Evolving your SME with Automation

[Andrew Doyle](#), Systems Partner, FACT3

[Adam Gardner](#), Director, Meritec

Thursday 26th October 2023

Creating a Bulletproof Recruitment Process

Jayne Sanderson-Brown, People Partner, FACT3

Guest Speaker TBA

Thursday 30th November 2023

Coaching ON and OFF the Pitch

Jayne Sanderson-Brown, People Partner, FACT3

Matthew Bebbington, Head Coach, Sandbach RUFC

Thursday 21st December 2023

Systems Focused Live Learn: Topic TBA

Andrew Doyle, Systems Partner, FACT3

Guest Speaker TBA

Thursday 25th January 2024

Numbers Focused Live Learn: Topic TBA

Andrew Jackson, Numbers Partner, FACT3

Laura Brogden, Numbers Partner, FACT3

Guest Speaker TBA

Thursday 29th February 2024

Powerful Profiling: The Impacts of DISC

Jayne Sanderson-Brown, People Partner, FACT3

Thursday 28th March 2024

It's a Matter of FACT

All FACT3 Partners

Dates are subject to change

To receive all LIVE LEARN registration links, sign up [HERE](#).

High Impact Communication

Designed for: Managers & Trainee Managers

Course Overview:

Face to Face and Virtual Communication

Big talk and Small talk

Tuckman Model

Using storytelling to communicate

Matrix Management Structure

Teamship

Giving Constructive Feedback

Course Duration: 3 Hours

Date: Thursday 27th July 2023

Virtual



High Impact Meetings & Decision Making

Designed for: Leadership & Management

Course Overview:

Thought Shower

Ishakawa

5 whys

80/20 Pareto

Force field Analysis

SWOT Analysis

6 Thinking Hats



Course Duration: 3 Hours

Date: Tuesday 5th March 2024

Virtual

Serious Data Security

Designed for: All Employees

Course Overview:

Common Breaches
Overview of GDPR
GDPR Process
Best Practice
Practical Solutions
Download Risks
Phishing Emails
Data Storage and Compliance



Course Duration: 3 Hours

Date: Wednesday 9th August 2023

Virtual

The Power of Profiling: DISC

Designed for: All Employees

Course Overview:

The DISC framework
Why it can be powerful
Understanding the 4 primary styles
How each style ticks in terms of their traits, priorities, motivations, values and fears
The connection with Emotional Intelligence
Reading others – verbal and non-verbal tells
Using DISC for high impact communication
Tutorial and Profile issue
Reflection and Action Plan



Course Duration: 3 Hours

Date: Wednesday 20th March 2024

In-person workshop

The Power of Profiling: Belbin

Designed for: All Employees

Course Overview:

Dr Meredith Belbin's Theory: The 9 Team roles

Why it can be powerful

Understanding preferred Team roles, your strengths and weaknesses

Balancing team roles

Problem-solving and decision-making

Effective communication and collaboration

Increasing your self-awareness

Course Duration: 5 Hours

Date: Tuesday 6th February 2024

In-person workshop

Culture and Employee Engagement

Designed for: Leadership & Management

Course Overview:

Building a winning culture

Understand the importance of employee engagement.

Establish what can motivate and engage your employees.

Create a working environment that encourages employees to

excel in all that they do

How to prevent activities that can disengage employees



Course Duration: 5 Hours

Date: Wednesday 17th January 2024

In-person workshop

The Employment Journey

Designed for: Leadership & Management

Course Overview:

The Recruitment & Selection Process

Employment status, Contracts, Day 1 Rights, Induction & Probationary Periods

Gaining of rights and entitlements within the first 2 years.

Disciplinary, Capability and Grievance Procedure

Dealing with Resignations, Dismissals, Leave Pay and having a Protected Conversation.

Avoiding Claims

Course Duration: 5 Hours

Date: Wednesday 29th November 2023

In-person workshop



Train the Trainer

Designed for: Leadership & Management



Course Overview:

Blockers to training

Maslow Hierarchy of Needs

Blooms Taxonomy

Learning Styles

Adult Learning Theory

70:20:10

In the flow of work

Assessment Methods

Synchronous and Asynchronous Learning

Building your content

Course Duration: 2 x 5 Hours

Date: Wednesday 6th & 13th December 2023

In-person workshop

Leadership Programme

Designed for: Leadership & Management

Course Overview:

Harnessing Your Inner Leader
A Clear Direction
The Importance of Strategy
Finance for Non-Financial Managers
Business Model's and Managing Change
High Impact Communication
Driving Performance in Others
Employee Engagement



Course Duration: 8 x 5 Hours

Date: (Wednesdays) 4th October - 22nd November 2023

In-person Workshops

10 Step Management Programme

Designed for: Leadership & Management

Course Overview:

Introduction to Belbin
Effective Team Working, Leading and Managing
Motivation & Communication
Dealing with Difficult People & Resolving Conflict
Time Management & Delegation
Problem Solving & Decision Making
Equal Opportunities, Recruitment Selection & Dignity at Work
Induction, Probationary Periods, Managing Attendance &
Overview of Capability
Disciplinary & Grievance
Graduation & Putting it into Practice

Course Duration: 5 Hours

Dates: (every Thursday) 7th September - November 2023

1st February - March 2024

In-person workshop



First Aid at Work

Designed for: All Employees

Course Overview:

The roles and responsibilities of the first aider

Assessing an emergency situation safely

CPR and use of an AED

Administering first aid to a choking casualty

Putting a casualty in the recovery position

Dealing with shock, burns, scalds, bleeds and minor injuries



Course Duration: 2 x 5 hours

Date: August 2023 & January 2024

In-person Workshop

Finance for Non-Finance Managers

Designed for: Management

Course Overview:

Fundamentals of reporting, accounts & concepts

Getting to grips with Profit & Loss

Understanding Cash Flow

Introducing the Balance Sheet

A focus on Risk Management

The Working Capital Cycle

Techniques for Project Appraisal

Course Duration: 5 hours

Date: Wednesday 21st February 2024

In-person Workshop



Fundamental Wellbeing Essentials

Designed for: All Employees

Course Overview:

An understanding of what mental health is and how to challenge stigma

Basic knowledge of some common mental health issues

An introduction to looking after your own mental health and maintaining wellbeing

Confidence to support someone in distress or who may be experiencing a mental health issue.



Course Duration: 2 hours

Date: Monday 15th January 2024

Virtual

Fundamental Wellbeing Foundations

Designed for: All Employees

Course Overview:

Building upon the Essentials course. Through thought-provoking discussions and interactive exercises, we delve into the importance of appropriate language and terminology, promoting inclusivity and reducing unintentional harm. Participants will master techniques for fostering open dialogue, active listening, and compassionate support, creating an environment where mental health can be discussed without fear or judgment.



Course Duration: 3 Hours

Date: Wednesday 10th January 2024

Virtual

Fundamental Wellbeing Supporter

Designed for: All Employees

Course Overview:

In today's fast-paced world, it's crucial to prioritize mental health. Our course equips you with invaluable tools and knowledge to navigate the challenges of daily life with confidence and resilience. Learn evidence-based strategies to combat stress and cultivate a healthier mindset, empowering yourself and those around you.

Course Duration: 5 hours

Date: Wednesday 18th March 2024

Virtual



Fundamental Wellbeing 1st Aider

Designed for: All Employees

Course Overview:

On this 2 day workshop-style course, packed with case studies based on real life and using our practical A.C.T.I.O.N.S.© plan, individuals will learn skills to help others proactively (including mental health crises) as well as themselves.

We take an in-depth look at common mental health illnesses such as depression and anxiety, challenge stigma and learn about stress, alarm bells, coping methods, recovery, self-care and so much more! With a strong focus on how to get help beyond the medical model, Fundamental Wellbeing First Aid creates hope and positive action.

Course Duration: 2 x 5 Hours

Date: 12th & 13th September 2023

In-person workshop



OUR COSTS

DURATION	FORMAT	INDIVIDUAL	GROUP
2 HOURS	VIRTUAL	£75	£300
3 HOURS	VIRTUAL	£125	£500
5 HOURS	VIRTUAL OR IN-PERSON	£175	£750
2 X 5 HOURS	VIRTUAL OR IN-PERSON	£340	£1500
10 STEP MANAGEMENT	IN-PERSON WORKSHOP	£2000	PRICED ON CONSULTATION
LEADERSHIP PROGRAMME	IN-PERSON WORKSHOP	£3000	PRICED ON CONSULTATION

COST OF CANCELLATION

If you are unable to attend and not in a position either to transfer your place to another person or to the same course but on a different date, then the following charges will apply:

- 10 – 8 weeks before the course 25% of the fee**
- 8 – 6 weeks before the course 50% of the fee**
- 6 – 2 weeks before the course 75% of the fee**
- Less than 14 days 100% of the fee**

BESPOKE TRAINING

Not seen what you're looking for? We offer bespoke training packages written for your needs. Head over to our website or contact academy@fact3.co.uk to see what else we offer and discuss your training requirements.

Priced upon Consultation.

FACT.e

Bespoke, cost effective and fully trackable e-learning – all from one easy to use platform. E-learning dedicated to the needs of SMEs, covering content in the three business critical areas – your Numbers, People and Systems.

Accessible to all employees no matter where they're based or how they work.

View the full brochure [HERE](#).

TO BOOK

For all course enquiries, please email academy@fact3.co.uk

