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#### COURSES

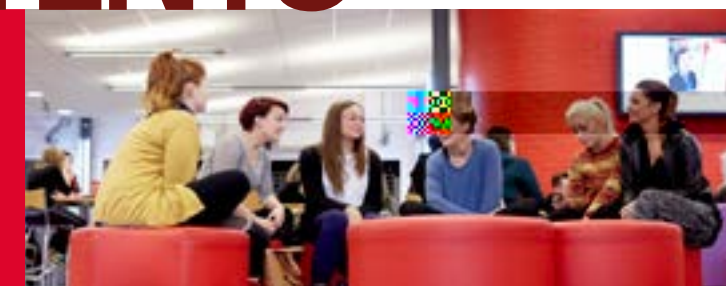
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*“The only thing worse than training your employees and having them leave is not training them and having them stay.”*

Henry Ford, Founder, Ford Motor Company



*The CPD and short courses offered by the University reflect the skills requirements of local businesses, with a focus on investing in management skills to improve productivity.*

Hatch Regeneris: Social and Economic Impact Report, 2020

# TRAINING THAT WORKS FOR YOU

“We place strong emphasis on combining practical and professional skills with high quality education and training, backed by our academic pedigree.”

Gordon Brady  
Head of CPD & Short Courses



The University of Bedfordshire's professional development programme has been designed with you in mind.

We offer a wide range of Continuing Professional Development (CPD) courses that help people and public, private and third sector organisations stay competitive.

The University has a proven track record of providing apprenticeship training and professional short courses to individuals and businesses.

We appear in the Times Higher Education World University rankings, ranked as one of the top 300 universities in the world under 50 years old in the Young University rankings.

Our excellent resources include the new STEM facilities at our Luton campus, as well as a first-class VLE for remote delivery of training and learner e-portfolios.

Programmes can be configured to suit employers' specific needs, and if we don't yet offer what you're looking for, we'd be delighted to work with you to tailor our teaching to your exact requirements.





# DEVELOPMENT

## WHY INVEST IN TRAINING AND SKILLS?

Here at the University of Bedfordshire, we understand the importance of developing your workforce to meet the challenges of today's workplace, and to deliver the changes you need in your organisation.

Up-skilling key people not only improves output and productivity, but can lead to increased motivation, reduced costs and higher quality output, allowing your company to remain competitive in a fast-changing world.

Our professional short courses are designed to:

- help your organisation meet new challenges
- enhance the skills of your existing people and retain them in your workforce
- deliver value by reducing spend on outsourced services
- harness the benefits of technology to enable your organisation to reach new clients

The University of Bedfordshire is a regional and national gateway to business support services. By working with businesses, the public sector and social enterprises, the University helps organisations to grow and develop their business and their staff.



# WORKING WITH EMPLOYERS

Helping companies prosper through our Research and Knowledge Exchange is at the heart of the University of Bedfordshire's commitment to making a significant social and economic contribution to the local and national economy.

Different organisations require different kinds of support. Whether you need strategic business guidance, want to break into new markets or need our skills to help you develop products, processes and services, the University of Bedfordshire can accommodate your needs.

Whatever stage your business is at, from start-up entrepreneur to well-established corporation, whether privately owned, public, charity or non-profit, we are able to help you. Our funded projects are designed to help businesses solve some of their most pressing problems, for instance:



We understand the key challenges faced by businesses and public sector organisations and use our academic resources and expertise to help you thrive through professional consultancy, funding opportunities, work experience placements and targeted training.

For more information, please contact:  
Research & Innovation Service  
e: [RIS@beds.ac.uk](mailto:RIS@beds.ac.uk)  
w: [www.beds.ac.uk/we-mean-business](http://www.beds.ac.uk/we-mean-business)



# SHARING KNOWLEDGE

*Training and professional development is vital in maintaining a skilled and motivated workforce, and in giving your business a competitive edge.*



The University's short courses for businesses offer skills development opportunities that allow delegates to develop personally - enhancing their skills, employability and productivity.

The University offers both accredited and non-accredited training products and qualifications, from organisations such as The Chartered Management Institute (CMI) and APMG International. We offer the Lean Six Sigma course, a suite of improvement techniques that will add value to your business (see page 20).

Our programmes are delivered by industry experts who share their wealth of knowledge and experience with delegates. Training can take place at our state-of-the-art Postgraduate Centre in Luton, off-site at external locations, or in the workplace.

We hope that our variety of courses will provide something to help you and your business adapt, grow and prosper.

To get in touch and take the next steps:

t: 0800 328 5334 w: [www.beds.ac.uk/cpd](http://www.beds.ac.uk/cpd)



# UNIVERSITY COURSES AND TEACHING

*The University of Bedfordshire works with over 800 businesses per year, focusing on sectors such as airports and aerospace, engineering, manufacturing, ICT and the creative sector, as well as health and local government.*

We recognise the particular challenges faced by employers and can partner with you to develop courses that work for your unique circumstances. Our core training products can be modified to suit the requirements of your business and can be delivered at your own premises.

We would work with you to carry out a training needs analysis, based on the current skills of your staff and the improvements you would like to see. Following this, we would devise and deliver a bespoke in-company development programme.

Finally, if you already have an existing training programme that you are proud of, we can work with you to develop University accreditation, giving your programme the added benefit of approval by a higher education establishment.

Whichever option suits your organisation best, you will benefit from access to the University's experienced trainers and expert academics.

# LEADERSHIP AND MANAGEMENT

Change Management™ – 5 day course	16
Agile® Project Management Foundation and Practitioner	16
PRINCE2® 6th Edition Project Management	17
CMI Level 3 Certificate in First Line Management	18
CMI Level 5 Award in Management Coaching and Mentoring	19
CMI Level 5 Certificate in Management and Leadership	19

*Leadership and management qualifications are at different levels and are suitable for middle or senior managers. The courses cover a broad range of management skills, customer service and coaching and mentoring.*



## SHORT COURSES

Through our education and training, we hope you and your staff will become stronger leaders by discovering new, innovative ideas and creative approaches to business management.

### PROJECT MANAGEMENT

The ability to run projects well is essential to much of today's business environment.

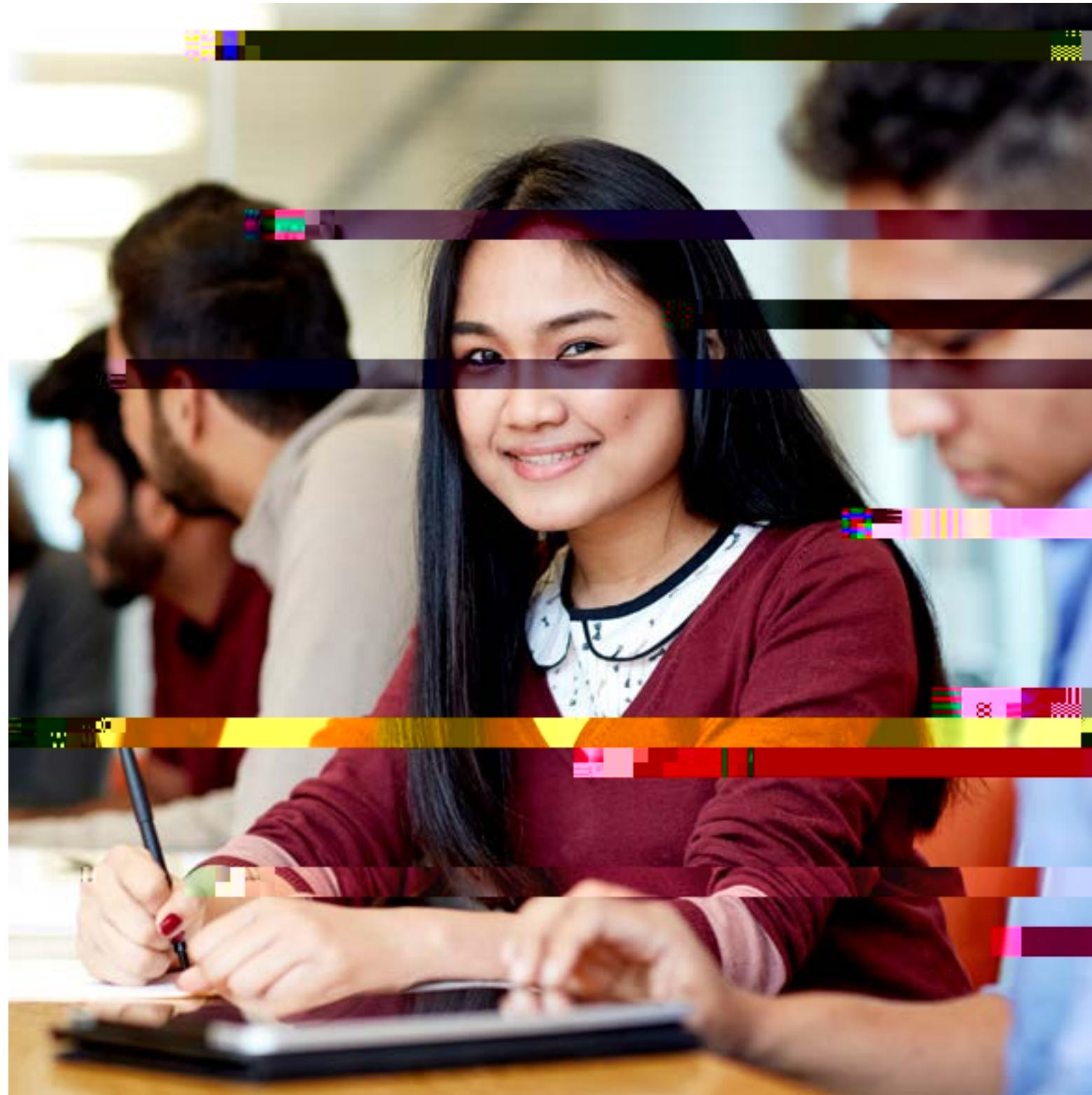
We offer a suite of courses on project management techniques. They cover the methods for managing or working with projects enabling you or your staff to develop a wide range of skills that will help projects run smoothly.

We also develop and deliver bespoke training, which ranges from a one day introduction and overview of project management to a five day course on the fundamentals of project management and advanced training to suit your needs.

In addition, we deliver a change management course – important in the ever-changing world of modern business.

**PRINCE2® 6th edition is accredited by PeopleCert on behalf of AXELOS.**

AgilePM® and Change Management™ courses are approved by the Association of Project Managers Group (APMG International).



Managing change and dealing with the impact of change is a high priority for many organisations.

This course, accredited by APMG International, will help you and your business come to terms with change and manage the process towards a positive outcome.

The course will look at the theory of how an individual, team, organisation and change leader are each affected by change and the impact on them.

**THE COURSE WILL ENABLE YOU TO:**

This introductory course from the CMI focuses on a range of management principles and will give you a foundation for developing your key leadership and management skills. The course is based on CMI 'Introduction to First Line Management unit 3017V1'.

#### THE COURSE WILL ENABLE YOU TO:

- Understand your role as a first line manager
- Understand who your stakeholders are and what they need
- Develop plans to meet the needs of your existing and potential stakeholders
- Understand the need to develop and maintain working relationships
- Be able to manage team performance
- Understand methods of identifying and supporting the performance of your team members.

#### WHO IS IT FOR?

Aspiring, supervisory or first-line managers.

#### ENTRY REQUIREMENTS

The course is at Level 3, which is equivalent to A levels. You will need sound English language skills and be able to produce written work to the required standard.

#### QUALIFICATION

Leads to the CMI Level 3 Award in First Line Management on successful completion of written assignments.

#### KEY FACTS

 University of Bedfordshire and client's premises

 2 days (with fum1 -3.Sr guided learning and 2 dassessment required)

This course is based around CMI 'Introduction to Management Coaching and Mentoring unit 5014V1', which is designed to develop your skills in management coaching and mentoring in a business setting. The course introduces the skills, roles and responsibilities of the management coach or mentor. You will develop techniques to help individuals and teams to achieve their objectives.

#### THE COURSE WILL ENABLE YOU TO:

- Develop personally as a manager and leader
- Develop knowledge of management coaching and mentoring
- Develop coaching and mentoring skills
- Develop management coaching practice

#### WHO IS IT FOR?

Supervisors and first line managers who are responsible for the performance of others. It will aim to support the adoption of coaching and mentoring skills in your business.

#### ENTRY REQUIREMENTS

The course is at Level 5, which is equivalent to Foundation Degrees and Higher National Diplomas. You will need sound English language skills and be able to produce written work to the required standard.

#### QUALIFICATION

Leads to the CMI Level 5 Award in Management Coaching and Mentoring on successful completion of written assignments.

This course is for middle managers to develop and strengthen their skills. It covers two CMI units – 'Introduction to management and leadership unit 5020V1' and 'Meeting stakeholder and quality needs unit 5005V1'

#### THE COURSE WILL ENABLE YOU TO:

- Apply new techniques and methods of innovative management and leadership
- Identify your management style
- Understand the expectations of your stakeholders both internal and external
- Understand recruitment and selection of staff
- Ensure your staff are motivated and well organised
- Understand performance and welfare issues
- Understand the concept of quality standards and plan for continuous improvement

#### WHO IS IT FOR?

Those who are considering a move into middle management.

#### ENTRY REQUIREMENTS

The course is at Level 5, which is equivalent to Foundation Degrees and Higher National Diplomas. You will need sound English language skills and be able to produce written work to the required standard.

#### QUALIFICATION

Leads to the CMI Level 5 Certificate in Management and Leadership on successful completion of written assignments.

*With market developments in a constant state*



## KEY FACTS

 Client's premises



This one-day course explains what Lean Six Sigma is, where it comes from, where it works; and how it can contribute to improved, streamlined processes in your organisation. This training course is interactive and includes a process simulation with just enough theoretical concepts to broaden your understanding.

### THE COURSE WILL ENABLE YOU TO:

- Learn more about Lean Six Sigma
- Move on to a Lean Practitioner, Green Belt or Black Belt course

### WHO IS IT FOR?

For anyone who comes into contact with Lean Six Sigma on regular basis, e.g. you are a manager who wants to know more about the methodology or you are an employee whose input is expected in Lean Six Sigma projects. The Yellow Belt training guarantees the right knowledge and background information.

During the training, we will discuss the background and philosophy of Lean Six Sigma, so you know where the methods came from. Furthermore, the training starts with the basics of Lean Six Sigma and the concepts will clearly be explained and illustrated.

### ENTRY REQUIREMENTS

Previous Lean experience is not required.

### QUALIFICATION

Leads to Yellow Belt Certificate on completion of an online exam.

A short, two-day course introducing the Lean tools and principles.

You will learn how these tools and principles can make changes within your business to help your organisation grow. They guide you to review processes, minimise waste and ensure a steady delivery enhancing your customer service.

### THE COURSE WILL ENABLE YOU TO:

- Understand the Lean methodology and tools
- Identify and resolve the seven types of waste
- Apply Lean tools and philosophy to your daily work
- Sit the Lean Thinking Certificate exam

### WHO IS IT FOR?

Professionals who wish to start improving processes within their organisation.

This course is suitable for individuals and organisations of any size.

### ENTRY REQUIREMENTS

Previous Lean experience is not required.

### QUALIFICATION

Leads to Lean Thinking Certificate on successful completion of an online exam.

A three-day course introducing the Lean tools and principles and how to apply them.

You will learn how to use the tools to make changes within your business to aid growth. They guide you to review processes and minimise waste, ensuring steady delivery by enhancing your customer service and adding value to your organisation.

### THE COURSE WILL ENABLE YOU TO:

- Understand the Lean methodology and tools
- Reduce process Lead times
- Analyse processes using Lean tools
- Identify and eradicate seven types of waste
- Reduce inventory
- Sit the Lean Practitioner exam

### WHO IS IT FOR?

Professionals who wish to start improving processes within their organisation or are already working on continuous improvement projects. This course is suitable for individuals and organisations of any size.

### ENTRY REQUIREMENTS

Previous Lean experience is not required.

### QUALIFICATION

Leads to Lean Practitioner certificate on successful completion of an online exam.

This eight-day in-depth course will introduce the



Luton campus



# CAMPUS LOCATIONS

# LOCATIONS

facilities in Bedford, Luton, Milton Keynes, Aylesbury, easily accessible from London and the South East. Short courses are generally delivered in Luton either at our Postgraduate Centre or Putteridge.

Bedford campus



Aylesbury campus



# CONTACT US

## CAMPUS LOCATIONS

Luton campus  
University Square  
Luton  
Bedfordshire  
LU1 3JU

Bedford campus  
Polhill Avenue  
Bedford  
Bedfordshire  
MK41 9EA

Aylesbury campus  
Stoke Mandeville  
Hospital  
Mandeville Road  
Aylesbury  
HP21 8AL

Putteridge Bury  
campus  
Hitchin Road  
Luton  
Bedfordshire  
LU2 8LE

Milton Keynes campus  
2nd Floor Exchange  
House  
Midsummer Boulevard  
Milton Keynes  
Buckinghamshire  
MK9 3EA



For general enquiries or to discuss any of our short courses:  
e: [cpd@beds.ac.uk](mailto:cpd@beds.ac.uk)

For information relating to business support and academic expertise:  
e: [RIS@beds.ac.uk](mailto:RIS@beds.ac.uk)







University of  
Bedfordshire

Accredi

The CMI organisation provides management development programmes that meet the rigorous quality required to achieve CMI accreditation.

PRINCE2® is accredited by PeopleCert on behalf of AXELOS. The University of Bedfordshire is also a Peoplecert Accredited Training Organisation (ATO) for PRINCE2®.

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