

## Aspect Training – Export and Innovation

<b>Title of Proposed Course</b>	<b>Finance For Non Finance Managers</b>
<b>Course Content</b>	<ul style="list-style-type: none"> <li>• Introduction to financials and financial information</li> </ul> <p>We will start with looking at examining importance of good financial information</p> <ul style="list-style-type: none"> <li>• Basic accounting concepts and terminology used in financial information</li> </ul> <p>We will explore what key terms and concepts around financial figures mean</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss Accounts</li> </ul> <p>We will explore key elements and information contained within a businesses Profit &amp; Loss Account</p> <ul style="list-style-type: none"> <li>• Balance Sheets</li> </ul> <p>Next we will examine the balance sheet of a business</p> <ul style="list-style-type: none"> <li>• Audited Accounts</li> </ul> <p>Finally on day one we will explore what audits accounts contain and how we can use this information fully.</p> <p>So on day 2 we will cover the following sessions:</p> <ul style="list-style-type: none"> <li>• Accounting Ratios</li> </ul> <p>So we will explore, examine &amp; practice key financial ratios used in business</p> <ul style="list-style-type: none"> <li>• Management Accounts</li> </ul> <p>We will examine key management accounts &amp; how effective use improve the financial performance of any business</p> <ul style="list-style-type: none"> <li>• The Grande Exercise!</li> </ul> <p>Opportunity to put all the sessions covered in the course into practice</p>
<b>Course delivery method</b>	Employer premises Third Party premises Any premises Online
<b>Duration</b>	14 Hours ( 2 Days)
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	Sadly most business fail and cease trading due to cashflow and financial management. Again unfortunately the Covid pandemic has affected the finances of most businesses so the benefits will be supporting any business reflect and build on systems to manage and control their cashflow and profitability
<b>Target group of participants/Who should attend</b>	Any existing small / medium size business owner, Director or Manager required to manage or understand finance. The target is for those who don't have a finance management background. Female and BAME staff members will be particularly encouraged
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	Yes delivery can be spilt into ½ days if preferred x 4 dates or not 2 consecutive days . The course can be adapted and made bespoke for any organisations needs.

<b>Title of Proposed Course</b>	<b>Managing Under Performance</b>
<b>Course Content</b>	<p>This course will:</p> <ul style="list-style-type: none"> <li>• Explore the potential reasons for individual or team under performance</li> <li>• Consider how under performance can be recognised or hidden</li> <li>• Consider different approaches &amp; systems to managing individual or team under performance</li> <li>• Understand the law process to manage performance issues</li> <li>• Allow attendees to develop suitable personal action plans</li> </ul>
<b>Course delivery method</b>	<p>Employer premises Third Party premises Any premises Online</p>
<b>Duration</b>	7 hours (1 day)
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	Underperformance of any individual or teams has a real negative impact on any business, whether that is financial performance, growth or morale. So the course will help management to identify, and successfully manage any performance issues whether with individuals or teams which turns the listed negative impact to positives.
<b>Target group of participants/Who should attend</b>	Any existing small / medium size business owner, Director or Manager whether operational or Human Resources Manager. The course also suits supervisors or Team leaders. Female and BAME staff members will be particularly encouraged.
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	The course can be adapted and made bespoke for any organisation's needs.

<b>Title of Proposed Course</b>	<b>Equality &amp; Diversity Training Course</b>
<b>CourseContent</b>	<ul style="list-style-type: none"> <li>• Define what Equality &amp; Diversity terms mean</li> <li>• Understand what is discrimination &amp; potential causes of discrimination.</li> <li>• Explain the key legislation relating to Equality &amp; Diversity</li> <li>• Explain what is meant by 'characteristics'.</li> <li>• Understand why Equality &amp; Diversity is important to all parties in an employment situation</li> <li>• Explore what employers and service providers need to do in regard to Equality &amp; Diversity.</li> </ul>
<b>Course delivery method</b>	Employer premises Third Party premises Any premises Online
<b>Duration</b>	7 hours (1 day)
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	To ensure that the business is meeting its legal obligations in regard to Equality & Diversity and help businesses manage any potential issues around bullying, harassment or discrimination
<b>Target group of participants/Who should attend</b>	Any business owner, Director, Manager, or member of staff in any organisation
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	On the day we will address individual organisation issues if required in a confidential way if necessary

<b>Title of Proposed Course</b>	<b>Basic Mental Health Awareness</b>
<b>CourseContent</b>	<ul style="list-style-type: none"> <li>• Be able to define Mental Health</li> <li>• Explore range of mental health conditions</li> <li>• Consider the range of severe and enduring mental health conditions</li> <li>• Identify legislation regarding Mental Health &amp; Mental Capacity</li> <li>• Be able to recognise someone suffering with their Mental Health</li> <li>• Consider how to respond to someone who symptoms of Mental Health Conditions</li> </ul>
<b>Course delivery method</b>	Employer premises Third Party premises Any premises Online
<b>Duration</b>	7 hours (1 Day)
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	Sadly mental health issues are a more recognisable and growing issue amongst all ages and affect 1 in 4 adults each and every year. Covid 19 has also sadly affected many employees, leaders and owners. So understanding mental illness ensures that suitable early intervention can be provided which reduces sickness costs to the business, improves performance of individuals and the business as a whole. It also improves staff retention and recruitment all of which have a range of business benefits financially, customer service and therefore customer retention.
<b>Target group of participants/Who should attend</b>	Any business owner, Director, Manager, or member of staff in any organisation
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	On the day we will address individual organisation issues if required in a confidential way if necessary