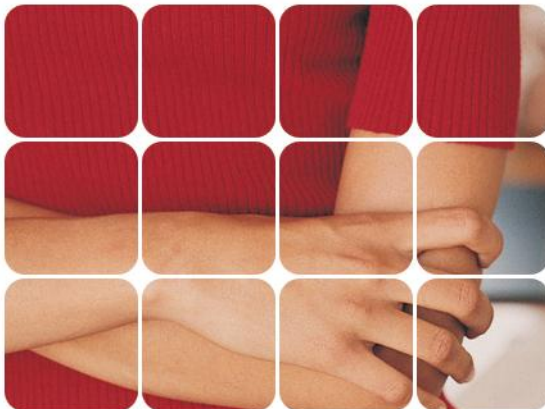


Seltics HR Management & Development

OPEN & IN-COMPANY TRAINING COURSES

Developing people for business success



Seltics HR Management & Development

**St John's Innovation Centre
Cowley Road
Cambridge
CB4 0WS England UK**

Seltics

Partner in people & organisation change

Training Courses

**Tel: +44 (0) 1223 655 671
E-mail: info@seltics.co.uk
Web: www.seltics.co.uk**

About Us

-) Seltics works with individuals, teams, organisations, partnerships and consortia to support them on strategies, service delivery, organisational, management and development.
-) Our vision is to partner with clients to improve service and performance.
-) Our products, services and solutions are based on our commitment to work in partnership with clients - individual and corporate.
-) Our mission is to provide cost-effective, customer-driven reliable services, products and solutions to support people and organisation performance.

Consultancy

-) We supply solutions that are process-interventions, people-based interventions, system-interventions, or strategic-interventions by utilising the Strategic Human Resource Management (SHRM) model.
-) We have experience of change management projects, culture change programmes, organisation development programmes, workforce planning, service re-design, performance management and appraisal, tailored training and learning programmes, and leadership and management development.
-) Organisational Development including strategy development, change management, culture change programmes, business planning, succession planning and talent management, business process re-engineering, service re-design, and projects.
-) Human Resource Management including workforce planning and analysis, developing strategy, policy development, projects and programmes.
-) Human Capital Development including policy development, training and learning systems, e-learning, training process, projects and programmes.
-) Leadership and management development including performance coaching, facilitation, mentoring, team development, projects and programmes.
-) Diversity and equality including policy development, specific projects and training.

Experience

-) Our consultants are very experienced, professionally qualified, with sound insight into business challenges and skills needs.
-) We have experience of working with public-sector organisations, private organisations, and not-for-profit organisations.
-) We support different stages of organisational development and transformation, and phases of business growth.

Training Solutions

-) We benchmark our training programmes to occupational standards, and organisation's needs.
-) We deliver training and learning solutions in client's site, or in high quality training venues, providing an environment that is right for personal, team, or group learning.
-) Training topics such as leadership and management, customer care, performance management, diversity and equality, interviewing skills, communication skills, team building, etc.
-) We supply specialist courses on child care, early years, health and adult social care, etc.
-) We supply coaching services to private, public, independent, and voluntary sector organisations.

Coaching Solutions

-) Coaching is used by a majority of organisations, and it is part of the wider education, learning and development portfolio.
-) Coaching is an activity where an individual meets with a coach on a one-to-one basis to work on a range of work-related issues, some of which may also include personal factors.
-) The Industrial Society defines coaching as, 'The art of facilitating the enhanced performance, learning and development of others.'
-) Seltics consultants provide coaching to Senior Executives, Chief Officers, Executive and Non-Executive Directors, Board members and Trustees, Senior, Divisional and Middle Managers, Operations and Frontline Managers, Project Leaders and Managers, Officers and staff.
-) A range of people has gained immensely from coaching sessions with our trained coaches.
-) It takes the form of a personal, usually one-to-one, on-the-job approach to helping people develop their skills and levels of competence.
-) Coaching is generally regarded as an incredibly useful intervention. It is a very tailored and personalised intervention and is valued highly for those qualities by coachees, line managers and education, learning and development professionals.
-) At Seltics we apply the **GROW** model, which enable each individual to identify solutions and improve performance.

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In-Company Training Solutions

Seltics designs and delivers bespoke training solutions to fit business needs.

In-company or in-house training solutions are tailored to:

-) SMEs, and large enterprises
-) Public sector organisations & local authorities
-) Third-sector, voluntary & not-for-profit organisations
-) Healthcare organisations
-) Children's Trusts
-) Private-sector organisations
-) Care Homes
-) Housing Associations and ALMOs

A list of some tailored courses are as follows:

General Courses

-) Assertiveness & Confidence-Building Skills
-) Business Writing Skills
-) Customer Care
-) Call-Centre operations and management
-) Communication Skills
-) Diversity and Equality
-) Emotional Intelligence
-) Facilitation Skills / Presentation Skills
-) Interviewing Skills
-) Personal Effectiveness
-) Stress Management
-) Successful Negotiation Skills
-) Team Leadership
-) Time Management

Human Resources & OD

-) Appraisal Interviewing
-) Conducting Workplace Investigation
-) Getting Buy-In for HR & Training Functions
-) HR Business Partner
-) HR for Non-HR Managers
-) Interviewing Skills
-) Introduction to HR
-) Learning Needs Analysis
-) Learning & Development in Practice

-) Managing Absence
-) Managing Learning & Development Function
-) Recruitment & Selection

Leadership & Management

-) Action Learning Sets
-) Coaching Skills
-) Emotional Intelligence for Managers
-) Influencing Skills
-) Interviewing Skills
-) HR for Non-HR Managers
-) Leading Change and Uncertainty
-) Legislation – employment, housing, etc
-) Managing Budget
-) Managing Diversity
-) Managing People
-) Managing Performance
-) Middle Management Leadership
-) Negotiation Skills
-) Presentation Skills
-) Programme Management
-) Project Management
-) Risk Management
-) Stakeholder Engagement
-) Supervision Skills
-) Strategic Leadership
-) Team Leadership

Public Sector, Private Sector & Voluntary Sector

-) Assessing Mental Capacity
-) Best Interest Decision-Making
-) Cyberbullying Awareness
-) Dementia Care
-) Disability Awareness
-) Effective Care Practitioner
-) Equality and Diversity in Practice
-) Managing Challenging Behaviour
-) Managing Health & Social Care Services
-) Mental Capacity
-) Personalisation
-) Risk Assessment
-) Safeguarding Children & Young People
-) Safeguarding Adults
-) The Effective Carer
-) Understanding Every Child Matters Outcomes

Contact us now for in-house training whether in-person or virtually

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