

MANOR ROYAL TRAINING *Be part of it!*



MAY 2026 - OCT 2026



**LOW COST TRAINING
ON YOUR DOORSTEP**
DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES



ReENERGISE MANOR ROYAL

Join the Manor Royal energy community for FREE solar panels and cheaper, cleaner energy.



Working for a cleaner,
greener Business District



www.manorroyal.org/energy

QUALITY TRAINING DELIVERED LOCALLY FOR LESS

Welcome to the 21st Manor Royal BID training programme.

A partnership that has run for over 10 years, now celebrates having delivered 21 individual programmes of bespoke and discounted training, exclusively for Manor Royal companies.

This enduring collaboration between the Manor Royal BID and Crawley College has, quite literally, paid dividends for 100s of Manor Royal companies who have collectively saved hundreds of thousands of pounds while training almost 2,500 people.

Steve Sawyer
Executive Director, Manor Royal BID

This programme offers the usual broad mix of courses covering aspects of leadership, management, IT, business, first aid and fire warden training.

As well as getting trained for less, learners get to visit fellow Manor Royal companies and learn alongside other Manor Royal people.

As ever, if there is a course you want to see included in a future phase of training, get in touch and let us know.

To find out more about other services we provide visit:
www.manorroyal.org/benefits

To participate in our events for fun, information and connections see:
www.manorroyal.org/events

To discover the projects we are delivering see:
www.manorroyal.org/projects

MANOR ROYAL EVENTS CALENDAR

Wed 22 Apr 2026 | 18:00 - 20:30

Manor Royal Charity Race Night

A lively, fun, social fundraising event that brings together the excitement of the racetrack with the atmosphere of a party, raising money for Free Shop Crawley and 4th Worth Scouts. £10 per person, including your race tokens. Please bring your own food and drink.

Tue 09 Jun 2026 | 18:00 - 20:30

Manor Royal Football Tournament (Fully Booked)

Charity friendly 6-a-side football tournament at K2 3g Pitches, Crawley. Email the BID Office to be added to the waiting list info@manorroyal.org.

Wed 03 Jun 2026 | 09:30 - 14:30

Manor Royal Know Your Neighbour

Taking place at The Hawth Theatre, providing a real platform for local trade for the people and businesses operating on Manor Royal. The aim of the event, now in its 13th year, is to encourage local trade, helping local companies showcase themselves to each other and identify business development and supply chain opportunities. Once again, the event will be open to the general public to attend and see the range of businesses trading on Manor Royal.

FREE FOR MANOR ROYAL

Other events to be added. All Manor Royal events are free for Manor Royal companies and people to attend.

Thur 24 Sept 2026 | 09:15 - 13:00

Manor Royal People Conference

Designed for Manor Royal business owners, company managers and HR professionals who want to build and lead teams that are motivated for success. This event provides expert insights and the chance to connect with others with responsibility for recruiting and managing people in Manor Royal. Includes networking lunch.

Tues 10 Nov 2026 | 09:15 - 13:00

Manor Royal Matters Conference

The Conference, being held at The Crowne Plaza Hotel in Langley Green, Crawley, incorporates our Annual Review and brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal. Includes networking lunch.

December 2026 | 18:00 (Date TBC)

Manor Royal Christmas Event

Join us and colleagues and friends from across Manor Royal for this relaxed festive celebration with food, drink, festive music, charity raffle, spot prizes and entertainment.

Book and find events at:
manorroyal.org/events

Connected Crawley

Free informal networking every quarter bringing together members from Gatwick Diamond Business, Freedom Works and Manor Royal BID. Check the website for details.

TRAINING COURSES

MAY 26 - OCT 26

BUSINESS	6-7
FIRST AID	8
FIRE WARDEN	9
IT	10-12
MANAGEMENT	13





BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
<p>Effective Time Management</p> <p>Mastering time management is about taking charge of your day instead of letting it run you. With a few smart, practical techniques, you can cut through distractions, stay focused, and create space for the work that truly matters.</p> <p>This session explores how to recognise your personal time style, prioritise and schedule effectively, tackle time wasters and procrastination, delegate with confidence, and set clear, achievable objectives. By the end, you'll feel more in control, more productive, and better equipped to handle whatever comes your way.</p>	01/05/2026, 09.30-16.30	Vent Axia	<p>Std £270 MR Levy £60 Non-Levy £125</p>
<p>Train the Trainer</p> <p>This dynamic one-day course gives delegates the skills and confidence to deliver training that truly lands. You'll explore what makes training effective, learn how to design engaging sessions that suit different needs and resources, and discover delivery methods that keep learners motivated and involved.</p> <p>Delegates will also get hands-on practice, deliver their own mini-sessions and receive constructive feedback to refine their style and impact. By the end of the day, participants walk away ready to inspire, engage and train with purpose.</p>	03/06/2026, 09.30-16.30	Vent Axia	<p>Std £270 MR Levy £60 Non-Levy £125</p>

BUSINESS TRAINING (CONT.)

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
<p>Delivering Excellence in Customer Service</p> <p>This highly interactive course empowers delegates to deliver customer experiences that truly stand out. Participants will build the knowledge, confidence and practical skills to provide exceptional service in every interaction, while representing their organisation with professionalism and positivity. Alongside mastering best-practice service behaviours, delegates will also learn how to coach and inspire their teams back in the workplace, helping to raise service standards across the board.</p>	18/06/2026, 09.30-16.30	TBC	<p>Std £270 MR Levy £60 Non-Levy £125</p>



FIRST AID TRAINING

Learn how to provide emergency first aid at work.

Course	Date/Time	Location	Manor Royal Price
<p>Emergency 1st Aid at Work</p> <p>The Emergency First Aid at Work course equips participants with the essential skills and confidence to respond to a range of workplace emergencies. Learners will understand how to assess a situation, provide effective CPR, use an AED, treat wounds and burns, manage choking incidents, and support someone who is unwell or injured until professional help arrives. The course focuses on practical, hands-on techniques to ensure attendees can act quickly and safely in real-life situations. Certification is valid for 3 years.</p>	20/05/2026, 29/06/2026, 21/10/2026, 09.30-16.30	Viridien	<p>Std £180</p> <p>MR Levy £60</p> <p>Non-Levy £125</p>
<p>Mental Health First Aid</p> <p>This two-day course prepares you to become a confident Mental Health First Aider. You'll learn to recognise the signs of common mental health issues, understand the factors that affect wellbeing, and know how to step in and offer calm, supportive reassurance. The course builds strong interpersonal skills such as non-judgemental listening and gives you the knowledge to guide someone towards appropriate help – whether through self-care, workplace support, or NHS services.</p>	23/06/2026, 24/06/2026, 09.30-16.30	Welland Medical	<p>Std £295</p> <p>MR Levy/non-Levy £220.50</p>

“GOOD COURSE, EXCELLENT EQUIPMENT. ENJOYABLE BUT KNOWLEDGEABLE. WOULD FULLY RECOMMEND.”

Sarah Kent - Treasure Chest

FIRE WARDEN TRAINING

Learn how to prevent and respond to fire hazards within the workplace.

Course	Date/Time	Location	Manor Royal Price
<p>Fire Warden and Awareness Training</p> <p>This dynamic course gives delegates the knowledge, confidence and practical skills to play a vital role in keeping their workplace safe. While fire can feel like a distant risk, this session reveals the real-world dangers and the serious impact a fire can have on people and businesses. Delegates will learn what to do in an emergency, how to take proactive fire-prevention steps, and what their responsibilities are as trained fire marshals. The highlight of the day is an immersive VR practical experience – challenging, realistic and surprisingly fun – where participants can put their new skills into action in a safe, controlled environment.</p>	16/09/2026, 09.30-16.30	TBC	<p>Std £270</p> <p>MR Levy £60</p> <p>Non-Levy £125</p>

“VERY USEFUL AND ENJOYABLE TO LEARN ABOUT.”

Alice Staniford - Kelvin Precision Products Ltd



IT TRAINING

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
PowerPoint Essentials Bring your ideas to life with clear, engaging slides that make an impact. This course introduces you to the core features of PowerPoint, helping you design professional presentations that can be delivered live by a speaker or set to run automatically for exhibitions and displays. You'll learn how to structure content, add visuals, and build polished slides that communicate with clarity and confidence.	06/05/2026, 09.30-16.30	Crawley College	Std £170 MR Levy £60 Non-Levy £125
Excel for Beginners Get hands-on with spreadsheets and unlock what they can really do. You'll learn how to build smart, accurate spreadsheets using formulas, and tap into a wide range of tools to manage and analyse your data with confidence. We'll cover the essentials - from entering formulas and formatting cells to freezing panes and splitting windows - so you can work faster, stay organised, and present information clearly and professionally.	13/05/2026, 09.30-16.30	Crawley College	Std £175 MR Levy £60 Non-Levy £125

"FANTASTIC COURSE AND BRILLIANT DELIVERY."
Ashley Davenport - Creative Technology Limited

IT TRAINING (CONT.)

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
Excel Intermediate Already comfortable with simple formulas? This course boosts your skills to the next level. You'll deepen your knowledge of Excel and unlock more advanced features, using a wider range of tools and calculations to work smarter with your data. Learn how to create clear, impactful charts, apply conditional formatting to highlight what matters, use the IF function for smarter decisions, and work with object linking and embedding to connect your spreadsheets with other documents. By the end, you'll be building more powerful, professional spreadsheets with confidence.	02/09/2026, 09.30-16.30	Crawley College	Std £185 MR Levy £50 Non-Levy £115
PowerPoint Advanced Take your presentations to the next level with this hands-on course designed to transform how you build, design and deliver slides. You'll discover smart techniques used by professional presenters - from mastering slide masters and custom shows to working confidently with multimedia, charts, animations and interactive elements. Learn how to create polished, visually striking slides, streamline your workflow, and bring your content to life with advanced tools that make every presentation more engaging and impactful.	09/09/2026, 09.30-16.30	Crawley College	Std £170 MR Levy £60 Non-Levy £125



IT TRAINING (CONT.)

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
OneDrive Essentials Boost your productivity with smarter, safer ways to work in the cloud. This session introduces best-practice use of OneDrive, showing you how to store, share and collaborate on files with ease. Learn how to set the right permissions, work together in real time, and keep your documents secure with built-in backup and protection features. By the end, delegates will feel confident managing their files and collaborating seamlessly across teams.	23/09/2026, 09.30-16.30	Crawley College	Std £110 MR Levy £30 Non-Levy £62.50
Excel Advanced Already confident with the basics? This course unlocks Excel's most powerful features to help you analyse, automate and present data like a pro. You'll dive into advanced formulas and tools, including auditing, lookup tables, macros and assigning code to buttons. We'll also revisit IF, explore AND and text functions, use goal seek and scenarios, consolidate data, work with fractions, and create insightful summaries using subtotals and PivotTables. By the end, you'll be building sophisticated, time-saving spreadsheets with confidence.	14/10/2026, 09.30-16.30	Crawley College	Std £195 MR Levy £60 Non-Levy £125

MANAGEMENT TRAINING

Develop the skills and confidence to lead teams effectively and achieve organisational goals.

Course	Date/Time	Location	Manor Royal Price
Coaching Skills for Managers Effective coaching is one of the most powerful tools a manager can use, driving higher performance, stronger engagement, and real business results. This course gives managers the skills and confidence to coach with purpose, using practical techniques that make an immediate impact. Delegates will explore how to spot development opportunities, set meaningful goals, and deliver feedback that motivates and inspires. By the end of the session, managers will leave with a clear coaching strategy and the tools to bring out the best in their teams.	11/06/2026, 09.30-16.30	Welland Medical	Std £270 MR Levy £60 Non-Levy £125

"OVERALL GREAT COURSE, AMAZING TUTOR! THANK YOU!"
Anita Dymek - Cementaid (UK) Limited

HOW TO BOOK

Booking a training course with Crawley College could not be easier. We offer three simple ways for you to do this:

🌐 www.crawley.ac.uk/manorrooyal

✉ train@ccgtraining.ac.uk

☎ 01293 442344

MEET THE TRAINERS



Darren Robathan

Darren has been training for 6 years now and loves teaching all things fire, first aid and health and safety. Fire training leaves an experience to remember using a virtual reality fire training simulator, where you get immersed into a virtual reality and put to the test. Darren takes pride in ensuring you will have the best experience training with us.



Deborah Naylor

With over 25 years as a business consultant, coach and training and development expert, Deborah has real evidenced business acumen which she has used to develop over 19,000 candidates.



Fiona Boyle

Fiona's IT training career began over 25 years ago in the NHS, followed by Local Government. Fiona has a passion for the development of others by delivering friendly, informative, relevant and interactive IT training courses at all levels.



Grant Pearce

Grant really is a 5 star trainer who takes pride in what he does and how he teaches. Using modern intuitive equipment, Grant will ensure you have an experience to remember which will give you the knowledge and skills you need to tackle emergencies requiring a first aider.



MANOR ROYAL BID VOLUNTEERING PROGRAMME



MOVE IT



Conservation based volunteering for team building, to improve the environment and build a sustainable community

The Manor Royal BID works with Sussex Wildlife Trust to provide unique, cost-free opportunities for Manor Royal employees to take part in conservation-based volunteering sessions at the award-winning Crawter's Brook People's Park.

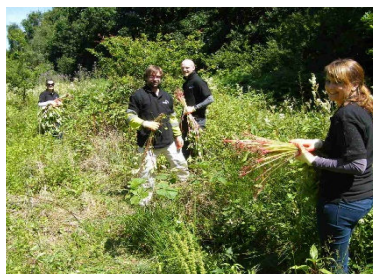
Whether you are looking for an informal team building activity or simply the chance to support the wildlife and give something back to the community, we have the opportunity for you.

At Crawter's Brook People's Park

Manor Royal's largest green space, a five acre area and home to different forms of nature and wildlife - as well as a great space to unwind at lunch, have a meeting or escape for some peace and quiet.

Step into nature and help make Crawter's Brook a place where wildlife and people can thrive. Activities include Himalayan Balsam Removal, coppicing and scrub clearance. Physical conservation work is the main part of the day whilst learning about the habitat and wildlife within it.

For more information you can visit www.manorroyal.org/volunteering or contact the BID office info@manorroyal.org



MOVE IT

The 'Move it' initiative aims to revolutionise how we travel to work by promoting more active and sustainable travel behaviours among Manor Royal businesses and staff.

The Benefits

- Enhanced corporate image
- Cost savings
- Employee well-being and productivity
- Reducing your carbon footprint

How 'Move It' can help

Through 'Move it', we offer a comprehensive suite of resources, incentives, and support to help businesses and their employees make the transition to eco-friendly commuting options. From discounted public transport fares, personalised travel advice and incentives or free staff roadshows we are committed to making sustainable travel accessible, convenient, and rewarding for all.

For more information you can visit www.manorroyal.org/move



TRAIN WITH US

at Crawley College

Trade Courses

We work with industry experts including the NICEIC, City & Guilds and OFTEC to ensure you receive relevant certification and training. Choose from specialist courses in construction, electrical, gas, plumbing and oil including:

- > 18th Edition Wiring Regulations
- > C&G 2391-52 Inspection & Testing
- > C&G 2396 Design & Verification

Short Courses

Our flexible range of short courses are an ideal way to give you the vital skills and certifications you need to excel in your role. Courses include:

- > Delivering Excellence in Customer Service
- > Train the Trainer
- > New to Team Leading
- > Excel
- > PowerPoint

All Manor Royal BID Levy payers are entitled to an exclusive 20% discount on selected training courses delivered at Crawley College.

We are now delivering renewable training. If you are interested, please visit our website or get in touch for further information.

Contact us

Email train@ccgtraining.ac.uk to find out more or visit crawley.ac.uk

BUSINESS & MANAGEMENT TRAINING

To keep you ahead of the game

Professional roles within Manor Royal's diverse businesses are essential to the area's ongoing growth, innovation, and success.

In collaboration with Crawley College and The Chichester College Group, Manor Royal's business ecosystem provides excellent professional development opportunities for current employees and local workers.

We offer a variety of government-funded and self-funded training programmes to meet the needs of entry, mid, and senior-level talent.

We partner with top industry awarding bodies such as ACCA, AAT and ILM.

Here is a list of our current business and professional apprenticeships available through the Chichester College Group. These programmes support the recruitment and development of new staff, as well as upskilling and accrediting your existing team using government funding:

- > Accountant or Finance Assistant – Level 2
- > Administration Assistant – Level 2
- > Assistant Accountant (AAT) – Level 3
- > Business Administrator – Level 3
- > Content Creator – Level 3
- > Customer Service Practitioner – Level 2
- > Data Analyst – Level 4
- > Data Technician – Level 3
- > HR Support – Level 3
- > Multi-Channel Marketer – Level 3
- > Operations / Departmental Manager – Level 5
- > Professional Accounting Technician – Level 4
- > Team Leader / Supervisor – Level 3
- > Town Planning Assistant – Level 4



For more information, please contact us at philip.perryman@gbmc.ac.uk

MANOR ROYAL: A PLACE WITH BENEFITS

THANK YOU TO OUR BUSINESS HOSTS

Through the Manor Royal BID, you automatically gain access to a range of services and benefits that might not necessarily be available somewhere else, including:

 Cheaper staff travel	 Free events programme
 Additional security measures, business watch membership	 Additional winter and grounds maintenance
 Low cost training programme	 Tailored magazine and dedicated communication
 Dedicated point of contact	 Free and unlimited job board access
 Access to bespoke business directory	 Cost-saving schemes and employee benefits
 On-going and continued investment	 Support and facilities

The list of additional services, benefits and projects being delivered is always growing. Please visit the Manor Royal BID website for the latest details:

www.manorroyal.org/benefits



BASEPOINT BUSINESS CENTRE
Metcalf Way, Crawley, RH11 7XX
basepoint.co.uk



VENT AXIA
Fleming Way, Crawley,
West Sussex, RH10 9YX
vent-axia.com



VIRIDIEN
Crompton Way, Manor Royal Estate,
Crawley, RH10 9QN
viridiengroup.com



WELLAND MEDICAL
Hydehurst Ln, Crawley, RH10 9AS
wellandmedical.com

CONTACT US

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Working in partnership for a better Manor Royal



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