

Conference Centre

Burton Manor offers a unique, relaxing and characterful conference experience:

Facilities include:

- ◆ 100-seat main room
- ◆ 5 syndicate rooms
- ◆ 7 conference rooms
- ◆ 10 station IT Suite
- ◆ 48 bedrooms
- ◆ full catering
- ◆ Broadband Internet access
- ◆ Data & OHP Projectors/ Tech support
- ◆ Access to all public rooms, four conference rooms, two bedrooms and the gardens

What makes us different ?

- ◆ Learning is our business; the basis of our values and our sense of purpose
- ◆ We offer you a distinctive and welcoming environment to use as a venue for your development needs
- ◆ We are housed in a distinguished Edwardian manor house set in its own splendid gardens and grounds
- ◆ We are experienced , tried and tested having worked with public, private, voluntary and community organisations
- ◆ We understand *people development and involvement*, and have particular expertise in innovative approaches to this
- ◆ Our emphasis is on a friendly, professional service at reasonable cost , which will bring you back for more



"An environment particularly conducive to learning"

Lifelong Learning

We offer a wide selection of residential and day courses across a diverse range of subject areas.

Full details are on www.burtonmanor.com.

Why not adapt an innovative approach to working with your staff by considering how these courses can provide opportunities for personal development, can broaden experience and become an incentive and motivator?

We can tailor any of our activities to suit your organization's needs.

The Village
Burton
Neston, Cheshire
CH64 5SJ

t: 0151 3365172

f: 0151 3366586

enquiry@burtonmanor.com

www.profdev.co.uk



Burton Manor Professional Development

- ◆ Manager Development
- ◆ Health & Safety
- ◆ Information Technology
- ◆ Tutor/ Assessor Training
- ◆ Parish Management
- ◆ School Management
- ◆ Lifelong Learning
- ◆ Conference Centre



A peaceful, rural setting on the border between Cheshire and Wirral, a stone's throw from the Welsh border. Burton Manor's reputation is for supporting and developing all those that come here whether for personal, work or community benefit.

Learn...Refresh...Develop

Manager Development

Residential, accredited and tailored for the individual

Support which helps to motivate, inspire and make managers more effective.

Our popular residential First Line Manager course

- ◆ focuses on learning new skills in an intensive way
- ◆ enables the sharing of good practice and ideas with others
- ◆ develops skills which can be put into everyday practice

In our 'competence' route to NVQ in Management, our focus is on helping individuals find 'real' development opportunities which improve your business.

Through a partner we also offer NVQs for the Care Sector.



Health & Safety

Essential Courses for your Staff

We offer a range of HSE accredited training:

- ◆ First Aid in the Workplace
- ◆ General Health & Safety
- ◆ Basic Food Hygiene
- ◆ Manual Handling
- ◆ Risk Assessment

Courses can be designed especially to suit your workforce needs.

Parish Management

Equipping for the Future

Development for those with responsibility in Parishes:

- ◆ Working together effectively/ Developing people
- ◆ Meeting skills/ Presentation
- ◆ Leadership and Management
- ◆ Managing Resources
- ◆ IT Skills and Communication
- ◆ Accounting and Finance
- ◆ Pastoral planning/ Fund-raising
- ◆ Development/ Visions for the future

Tutor/ Assessor Training

Helping to Develop Others

We propose to offer the following courses for tutors:

- ◆ Level 2 Certificate for Teaching Assistants
- ◆ Level 3 Certificate in Facilitating Learning
- ◆ Level 4 Certificate in FE Teaching (QTFE1)

Verifier/ Assessor Training

Have staff trained for in-house development. NVQ standard qualifications such as AI and VI Awards are available through our accredited partner.

We also provide customised Mentor and Coaching training.

Information Technology

Bespoke Computer Training

Small groups (9 people or less) at all levels in:

- ◆ Basic concepts of IT
- ◆ Using the computer and managing files
- ◆ Word processing (Word)
- ◆ Spreadsheets (Excel)
- ◆ Databases (Excel/ Access)
- ◆ Presentation (PowerPoint)
- ◆ Information and Communication (Internet/ Email)

You can hire our IT facilities for your own training. We are developing an intensive residential route to ECDL.

School Management

Development 'Away' Days for Management Teams

A fresh approach for Primary Schools. We select experts in their field who have succeeded as managers in schools and give them the opportunity to share their knowledge

- ◆ Practitioners on the ground sharing ideas
- ◆ 'Opening the Brown Envelope'
- ◆ Maximising Governance

Suitable for both state and independent schools faced with OFSTED and Self-Evaluation, or implementing an Improvement Plan.

Why not spend a day developing your team away from daily distractions?