



## **Train to Gain funding for Business Training delivered by Aylesbury Business School**

Train to Gain have funding available for Leadership & Management Training. This funding may be applicable to the training offered by Aylesbury Business School at Aylesbury College subject to the following conditions:

**The business** must employ between 5 & 249 staff or volunteers and have not already used up their funding allocation under this scheme.

**The learner** must be a senior decision maker within the business.

**The funding** is £500 which does not need to be match funded together with a further £500 which you will be required to match fund if you wish to take advantage of it.

**The course** must be of relevance under this scheme. Of the current range offered by Aylesbury College, the following courses are eligible:

- Appraisal Skills
- Assertiveness
- Creative Problem Solving & Decision Making
- Customer Care Skills
- Effective Business Writing
- Effective Communication
- Equality & Diversity
- Introduction to Effective Project Management
- Liberating Leadership
- Managing Conflict
- Marketing Principles for a Successful Business
- People Management
- Presentation Skills
- Recruitment & Selection
- Risk Assessment - Principles & Practice
- The Art of Conducting Meetings
- Time & Self Management
- Train the Trainer (2 days)
- Winning Telephone Techniques

**The process** is for you to firstly satisfy yourself that you meet the eligibility criteria and to make a booking with us.

We will then refer your details to Train to Gain who will contact you to confirm your eligibility and arrangements will be made for you to speak to a Leadership & Management Specialist Adviser. As part of the application process, the adviser will provide you with a complimentary, tailored Personal Development Plan to ensure you have the best solution for your needs. You may specify any of the above courses if you wish, as well as any suggestions made by the Adviser.

All training must have started and the grant must be claimed **within 90 days of the grant being approved**. All grants are exclusive of VAT. We will invoice you in full and you will pay us in full and then claim your funding from Train to Gain.

### **Questions?**

Call us now on 01296-588568 or email us on [business@aylesbury.ac.uk](mailto:business@aylesbury.ac.uk) .