



FACT3
ACADEMY

2024/25 CALENDAR

FEB

Finance for Non-Finance
Managers

Leadership Programme

MAR

High Impact Meetings &
Decision Making

Power of Profiling: DISC

Mental Health Supporter

APR

Employment Journey
Refresher

Train the Trainer

Serious Data Security

MAY

Mental Health Champion

JUN

Employment Journey

Mental Health Refresher

Mental Health Supporter

SEP

10 Step Management
Programme

OCT

Mental Health Champion

NOV

Employment Journey

Leadership Programme

Mental Health Supporter

DEC

Mental Health Champion

Mental Health Refresher

JAN

10 Step Programme

FEB

Coaching & Mentoring

Finance for Non-Finance
Managers

MAR

High Impact
Communication

10 Step Management Programme

Course Overview:

Introduction to Belbin

Effective Team Working, Leading and Managing

Motivation & Communication

Dealing with Difficult People & Resolving Conflict

Time Management & Delegation

Problem Solving & Decision Making

Equal Opportunities, Recruitment Selection & Dignity at Work

Induction, Probationary Periods, Managing Attendance & Overview of Capability

Disciplinary & Grievance

Graduation & Putting it into Practice

Course Duration: 5 Hours

Dates: (every Tuesday) 3rd September – 29th October 2024

Location: Ram Mill or Spinningfields (tbc)

Coaching & Mentoring

Course Overview:

Familiarity with various coaching and mentoring strategies such as:

- One-on-One Mentoring
- Mentoring Panel or Committee
- Functional Mentoring
- Peer Mentoring
- Group Mentoring

Understanding distinctions in coaching and mentoring, discerning the optimal method for best practice.

Course Duration: 2 x 2.5 Hours

Dates: 19th & 26th September 2024

Location: Virtual



Employment Journey

Course Overview:

The Recruitment & Selection Process

Employment status, Contracts, Day 1 Rights, Induction & Probationary Periods

Gaining of rights and entitlements within the first 2 years.

Disciplinary, Capability and Grievance Procedure

Dealing with Resignations, Dismissals, Leave Pay and having a Protected Conversation.

Avoiding Claims

Course Duration: 5 Hours

Date: Tuesday 11th June 2024

Wednesday 6th November 2024

Location: Ram Mill or Spinningfields (tbc)

Employment Journey Refresher

Course Overview

An awareness of up to date changes in Employment Regulations:

- Changes in current employee rights
- Uplift in pay-outs and fines
- Potential outcomes from failing to accept new regulations
- How to build changes into your People strategy

Course Duration: 3 Hours

Date: Tuesday 18th April 2024

Location: Virtual



Finance for Non-Finance Managers

Course Overview

Fundamentals of reporting, accounts & concepts

Getting to grips with Profit & Loss

Understanding Cash Flow

Introducing the Balance Sheet

A focus on Risk Management

The Working Capital Cycle

Techniques for Project Appraisal

Course Duration: 5 hours

Date: Wednesday 21st February 2024

Location: Ram Mill or Spinningfields (tbc)

High Impact Communication

Course Overview:

Nuances and challenges that Face-to-Face and Virtual communication can pose

Big Talk and Small Talk and when to use each

The Tuckman Model

Story telling to communicate

Awareness of Teamship

The importance of feedback in employee development and performance improvement.

Course Duration: 3 Hours

Date: Thursday 14th March 2024

Location: Virtual



High Impact Meetings & Decision Making

Course Overview:

Decision making tools that are proven within a business environment – Ishikawa, Force field analysis and The 5 Whys
How to facilitate high impact meetings that drive outcomes and action points
Decision making tools that are fit for purpose
How parallel thinking can be used to streamline the decision making process

Course Duration: 3 Hours

Date: Thursday 7th March 2024

Location: Virtual

Leadership Programme

Designed for: Leadership & Management

Course Overview:

Harnessing Your Inner Leader
A Clear Direction
The Importance of Strategy
Finance for Non-Financial Managers
Business Model's and Managing Change
High Impact Communication
Driving Performance in Others
Employee Engagement

Course Duration: 8 x 5 Hours

Date: (Thursdays) 31st October – 19th December 2024

Location: Ram Mill or Spinningfields (tbc)



Mental Health Champion

Course Overview:

On this 2 day workshop-style course, packed with case studies based on real life and using our practical A.C.T.I.O.N.S.© plan, individuals will learn skills to help others proactively (including mental health crises) as well as themselves.

We take an in-depth look at common mental health illnesses such as depression and anxiety, challenge stigma and learn about stress, alarm bells, coping methods, recovery, self-care and so much more! With a strong focus on how to get help beyond the medical model, Fundamental Wellbeing First Aid creates hope and positive action.

Course Duration: 2 x 5 Hours

Date: 15th & 16th May 2024,
9th & 10th October 2024,
10th & 11th December 2024

Location: Ram Mill or Spinningfields (tbc) or Virtual

Mental Health Champion Refresher

Course Overview:

Building upon the Champion course. Through thought-provoking discussions and interactive exercises, we delve into the importance of appropriate language and terminology, promoting inclusivity and reducing unintentional harm. Participants will master techniques for fostering open dialogue, active listening, and compassionate support, creating an environment where mental health can be discussed without fear or judgement.

Course Duration: 4 Hours

Date: Tuesday 4th June 2024,
Tuesday 3rd December 2024

Location: Virtual



Mental Health Supporter

Course Overview:

Our course equips you with invaluable tools and knowledge to navigate the challenges of daily life with confidence and resilience. Learn evidence-based strategies to combat stress and cultivate a healthier mindset, empowering yourself and those around you.

Course Duration: 5 hours

Dates: Wednesday 18th March 2024,
Thursday 6th June 2024,
Tuesday 26th November 2024

Location: Virtual

Serious Data Security

Course Overview:

Common Breaches
Overview of GDPR
GDPR Process
Best Practice
Practical Solutions
Download Risks
Phishing Emails
Data Storage and Compliance

Course Duration: 3 Hours

Date: Wednesday 17th April 2024

Location: Virtual



Train the Trainer

Course Overview:

Blockers to training
Maslow Hierarchy of Needs
Blooms Taxonomy
Learning Styles
Adult Learning Theory
70:20:10
In the flow of work
Assessment Methods
Synchronous and Asynchronous Learning
Building your content

Course Duration: 2 x 5 Hours

Date: Wednesday 3rd & 10th April 2024

Location: Ram Mill or Spinningfields (tbc)

Bespoke Training

Can't find what you're looking for? We offer bespoke training packages written for your needs. Head over to our website or contact academy@fact3.co.uk to see what else we offer and discuss your training requirements.

Priced upon Consultation.



OUR COSTS

DURATION	FORMAT	INDIVIDUAL	GROUP
2 HOURS	VIRTUAL	£75	£300
3 HOURS	VIRTUAL	£125	£500
5 HOURS	VIRTUAL OR IN-PERSON	£175	£750
2 X 5 HOURS	VIRTUAL OR IN-PERSON	£340	£1500
10 STEP MANAGEMENT	IN-PERSON WORKSHOP	£2000	PRICED ON CONSULTATION
LEADERSHIP PROGRAMME	IN-PERSON WORKSHOP	£3000	PRICED ON CONSULTATION



COST OF CANCELLATION

If you are unable to attend and not in a position either to transfer your place to another person or to the same course but on a different date, then the following charges will apply:

10 – 8 weeks before the course 25% of the fee

8 – 6 weeks before the course 50% of the fee

6 – 2 weeks before the course 75% of the fee

Less than 14 days 100% of the fee

TO BOOK

For all course enquiries, please email academy@fact3.co.uk with the course title in the subject.

We can't wait to learn and develop with you.

