Skills Guernsey
The story so far

web: www.gov.gg/skillsguernsey  email: skillsguernsey@gov.gg

OUR SUPPORT YOUR SUCCESS

SkillsGuernsey
Deputy Allister Langlois
Chairman of Skills Guernsey

‘The investment we make in our people is instrumental to the success of our economy. I have been impressed by the progress made to date through the Skills Guernsey Implementation Group and the Bridge the Gap project. It has resulted in better coordination of the training and skills development opportunities that are available across all sectors of industry, public and private. In order to sustain our prosperity and support business, Skills Guernsey will continue to build on the work done so far, identifying and providing solutions to ensure a flexible and suitably skilled workforce now and in the future.’
Thank you for your interest in Skills Guernsey. I hope you find this brochure a constructive guide to the services and support we will be providing for businesses and individuals in the immediate future. The key to survival and development in the current economic climate is enhancing and utilising assets to their full potential. Skills Guernsey is an umbrella organisation that coordinates training and developmental opportunities that are available through both the public and private sectors, helping to enable the local business community to achieve and maintain a competitive edge in the global marketplace.

Skills Guernsey collates and coordinates high quality and value-for-money training solutions, tailored to your specific needs to enhance your future capability, capacity and flexibility.

Our collaborative approach with private and publicly funded providers of skills and training on the island brings best value to the local business sector. The partnership that is forged and has been developed through this initiative - between employers, education and skills training providers - ensures that the solutions offered are fit for purpose and address the identified needs.

Since being appointed as the Chair of the Skills Guernsey Implementation Group, the group has been working on several initiatives to promote and enhance the delivery of the Skills Guernsey programme. These are under the banner of the Bridge the Gap project. The project has enabled a new dedicated area of the government website with details of all courses and booking details; a refreshed Facebook page; a programme of webinars; and we are working on the introduction of a fully functional Customer Relationship Management system. A Gap Map has also been defined as a direct result of the consultations in which many businesses took part and new solutions to address these gaps have been developed and designed.

For Skills Guernsey to continue to succeed, your engagement is key. We need to ensure that the workforce of the future develops skills to meet the needs of emerging industries and technologies and this requires the involvement of employers both in delivering practical work placements and in feeding into the design and content of courses.

We want to ensure that Guernsey maximises the opportunities to make and create a more responsive system. We are grateful to employers who were keen to play an increasingly central role both in articulating their workforce needs and skills gaps, and supporting Skills Guernsey providers in the design and delivery of qualifications and training opportunities. I hope that in this brochure and through our website you can access a cohesive and efficient offer in terms of skills development for your business or your employees.

If you are not able to find what you are looking for, please contact us. Our ethos is: “The answer is ‘yes’! What’s the question?”

With a strong commitment from leading public and private sector training providers, we remain confident that our support will lead to your success. Our aim is to collaborate and work together in partnership for the benefit to reach all existing and emerging industries in the Bailiwick. We need to hear your views on how you find our solutions.

Please keep in touch.

Saboohi Famili
Chief Executive and Principal of Guernsey College of Further Education and Chair of Skills Guernsey Implementation Group

web: www.gov.gg/skillsguernsey  email: skillsguernsey@gov.gg

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SKILLS GUERNSEY - THE STORY SO FAR
Bridge the Gap project

In November last year we introduced you to the Bridge the Gap project, set up by Skills Guernsey to identify what gaps currently exist (if any) between the perceived need for business skills on island, and what is currently being provided.

We have now completed that 'gap analysis', and have produced a detailed report (The Gap Map) which details:

- current provision on island
- main needs identified
- what is already being done to close any gaps
- what has been developed to close such gaps directly as a result of the Bridge the Gap project

A summary of the report will be placed on the Skills Guernsey website. A copy of the full report is available from skillsguernseygov.gg. This gap analysis is as good as the information that we have received and is based on the research carried out and the knowledge of the providers' network and market intelligence.

As a result, 11 initiatives have been developed, and are currently being delivered. They are:

- **15 new courses**, delivering new topics identified through the surveys
- a series of **6 live webinars**, each addressing a key business skill
- a portfolio of **19 pre-recorded webinars**, each focused on a key business skill
- **15 videos**, each no longer than five minutes, offering handy tips on a range of business skills
- the trialling of a **Micro Business Consortium**, to encourage small business collaboration in purchasing and developing key business skills
- the testing of a **Service Level Agreement** and **Account Manager** programme, where any company can access Skills Guernsey expertise to work together in partnership to develop tailored solutions to that company’s business needs
- a new **IT/Digital Pathway**, developed jointly by Digital Greenhouse and the College of Education, to map out various routes to key IT and digital skills available on island
- continuation of **industry consultation**, through events such as this, to keep industry informed, and to continue to seek their ideas and their support
- a dedicated **Skills Guernsey website**, a key source of information for Skills Guernsey activity, including this project and its initiatives
- the development of a dedicated **Customer Relations Management (CRM) system**, which over the next few months will connect purchasers and providers of business skills, and be a comprehensive store of relevant information and statistics to do with business skills development on island
- work on creating **The Gap Map** which produces for the first time a comprehensive overview of business skills demand and supply. The main conclusions were:
  - much of the existing provision is around generic business skills, more needs to be done on technical skills and to avoid duplication
  - more needs to be done to provide higher education and higher level programmes to meet the needs of industries (e.g. creative, IT) that currently, due to local gaps, have to be met off island (e.g. Jersey or the UK)
  - more needs to be done to ensure there are clear and seamless links to inform and influence the planning processes for providers to meet the demands of the current and future workforce planning
  - gaps are seen to exist in method as well as content - hence the number of initiatives that focus on this
  - more work should be done to ensure a longer term and cohesive approach to a Learning and Development strategy
  - there need to be dedicated resources (either new, or re-prioritised from existing resources) within the public sector to ensure effectiveness of the provision for the benefit of the industry
  - there is a clear appetite amongst providers for collaboration and partnership

The project group is also working closely with key industry sectors to develop specific responses to more technically-based demands. For example:

- GCFE is working with the GSPCA to develop a brand-new NVQ in animal care
- GCFE is working with States of Guernsey Social Security to develop a coaching package for the longer-term unemployed
- GCFE is working with the horticulture industry to develop a brand-new provision in collaboration with the Royal Horticulture Society
- GCFE is developing a learner passport for students that specifically references their skills and work-related experience, to provide a better reference indicator for potential employers
- GCFE has developed a barbering course in direct response to the industry’s needs
- GCFE has developed level 2 and level 3 retail-specific courses in direct response to key employers in this industry
- GCFE has developed a top-up degree programme for the Built Environment industry
- GCFE has developed a degree in the early years industry
- Links with higher education institutions are strengthened and expanded through GCFE and GTA University Centre and are being further developed through the Institute of Health

New ways of working are in evidence - all triggered by the Bridge The Gap project; but it is illustrative only - and in addition to this there is the ongoing work that has always been done by the high-quality on-island providers. Details of their provision are in the ‘Map the Gap’ report, but are of course also available on individual provider websites.
WHERE TO FROM HERE?

All these initiatives are ongoing, and in various stages of development or delivery. We would really like you to access as many of these initiatives as you can and provide feedback based on your experience. Each initiative will be thoroughly evaluated, and the report of the evaluations made available through the website.

All the above initiatives - and perhaps more to come – are based on feedback from events such as this and will be completed by the end of June 2016. Already there is demand for work of this kind to continue. In particular, providers and purchasers alike value and want to continue with this integrated and consultative approach to business skills development; and many would see a real value in the creation of an island Learning & Development Strategy, which would take a longer term and strategic approach to skills development and in so doing, continue and reinforce the excellent collaborative working developed so far.

The Skills Guernsey Implementation Group has been given a clear mandate by the Skills Guernsey Policy Group to develop and define the Skills Guernsey model for post May 2016. Specifically this mandate has the following characteristics:

- political desire for GTA, IHSCS and GCFE to work even more closely together
- even better two-way communication between this group and private providers, private facilitators and the Digital Greenhouse
- require unified business development activities
- understand and refine role within schools

Moving forward, the Committee for Education, Sport & Culture will be responsible for making sure that:

- the GTA, IHSCS and GCFE work in a more coordinated way
- the leaders of these institutions buy in to the new model for the overall benefit of the island
- any duplication is minimised (or justifiable)
- the skills gaps and offer solutions are further defined
- the Skills Guernsey Implementation Group develops a mandate and leadership brief

The implementation Group sees its main focus and remit to be around two key themes of Skills Development and Workforce Participation.

Skills Development
Developing a workforce that is well educated, highly skilled and sustainable that supports the island’s competitiveness and prosperity.

Workforce Participation
Providing opportunities for, and fully utilising, the potential workforce at all levels.

In achieving this, the implementation group will:

- advise the Skills Guernsey Policy Group on policy and strategy
- identify the gaps in on-island skills, capability and training and provide solutions
- through existing business development activities, continue to identify and analyse data and information to inform Skills Guernsey strategies
- encourage high quality, value for money skills provision
- support all sectors and all sizes of employer
- follow best practice with regard to the sharing of provision and data
- make sure that skills-related activities are aligned with existing States strategies
- make the case for investment in specific skills-related projects

In doing the above we need your support and your help. Our desire to engage with employers and higher strategic economic development on island is evident from the work that has already begun. It is key for us to continue this dialogue to ensure we remain on track and relevant to the changing demands and competing priorities for your businesses.

What will the Skills Guernsey Implementation Group focus on over the next quarter?

In order to define the collaborative working arrangements the Skills Guernsey Implementation Group will:

- agree its mandate, membership and purpose
- agree a definition of business development
- establish its key stakeholders and communication plan
- establish a strategy for engaging with industry
- explore the development of a compact agreement between the States funded institutions
- decide on its reporting cycle to stakeholders
- review the chairmanship of the implementation group in the third quarter of 2016

So... What can you do?

- keep your eye on the Skills Guernsey website
- watch out for the launch of the Skills Guernsey CRM system
- take part in some or all of the initiatives - all of which are offered at no cost or subsidised rates
- continue to support meetings such as this
- offer your ideas and feedback

And thank you for your continued support and advice so far!
Training Opportunities 2016

Please note this list is not exhaustive and is often updated in response to feedback from the business community. Please also refer to the website or, if you cannot find what you are looking for, please contact us at skillsguernsey@gov.gg.

We are delighted to already have so many supporters:

- Guernsey College of Further Education
- GTA University Centre
- BPP Professional Education
- The Learning Company
- Digital Greenhouse
- Johansen Executive Coaching
- StartUp Guernsey
- Les Cotils Centre
- Select Training
- The Institute of Health

Simon Le Tocq
CEO GTA University Centre

‘The GTA University Centre has been keen to work collaboratively with local training providers, under the umbrella of Skills Guernsey, to address skills gaps locally. The work of Skills Guernsey, and the Bridge the Gap project, will help to ensure that local businesses have the skills they need to stay competitive.’
LIVE WEBINAR SERIES

This series of webinars covers a range of management topics. Sessions are interactive and delegates are encouraged to ask questions and interact with the presenter.

The webinars will be delivered by Arnie Skelton from the Guernsey College of Further Education. Arnie has 26 years of experience in designing and delivering programmes across the UK and abroad, on a wide range of management topics. All sessions can be booked online at www.gov.gg/skillsguernsey.

The price per delegate per session is £80

LEADING TEAMS
8 March, 10.00am - 11.00am

Summary of content:
- different types of team
- different leadership approaches
- key factors affecting leadership of teams

MANAGING PERFORMANCE
8 March, 3.00pm - 4.00pm

Summary of content:
- defining and measuring performance
- the RKSA model for preventing poor performance
- tackling poor performance

RESILIENCE
21 March, 3.00pm - 4.00pm

Summary of content:
- why resilience is important
- how to be more emotionally and mentally resilient
- how to be physically more resilient

TAKING OWNERSHIP AND AVOIDING BLAME AND NEGATIVITY
26 April, 10.00am - 11.00am

Summary of content:
- why some people take ownership, and others choose to blame
- what ‘taking ownership’ means, and how to do it effectively
- how to address the negativity in others

BEING SUCCESSFUL: THE FIVE KEY INGREDIENTS
26 May, 10.00am - 11.00am

Summary of content:
- definitions of success - and what it means to you
- the five key ingredients essential for success
- taking the necessary steps

EXCELING AT INTERVIEW
26 May, 3.00pm - 4.00pm

Summary of content:
- skills, setting and internal emotional state: how they relate
- top 10 tips for a successful interview

COMMENTS FROM PREVIOUS DELEGATES:
“great value - really useful information, presented in an engaging way”
“excellent, practical suggestions in an easy to access format”

CLAIM 25% DISCOUNT WHEN YOU BOOK ALL SIX WEBINARS FOR £350
Deputy Kevin Stewart  
Minister Commerce & Employment  

‘Collaboration between Skills Guernsey, the Digital Greenhouse and the excellent training providers on the island shows a strong strategic commitment to ensure that the workforce of the future has the skills to meet the needs of emerging industries and technologies. The Skills Guernsey Implementation Group and Bridge the Gap project have been instrumental in identifying and addressing these skills gaps.’

Tim Guilbert  
Guernsey Construction Forum  

‘Working with College of FE through Skills Guernsey has been a win-win scenario for both our business and our members. Liaison with the Skills Guernsey project team has been very strong and we found them both thoughtful and perceptive of the needs of the business and our members.’

Deputy Robert Sillars  
Minister Education  

“We are excited by the opportunities that will be provided by bringing together on-island training providers such as the College of Further Education, the GTA and Institute of Health and Social Care Studies under the umbrella of the new Committee for Education, Sport and Culture. These opportunities will be even greater by ensuring that these providers work together with the private sector through Skills Guernsey allowing us to deliver a fully co-ordinated skills strategy for the benefit of all our employers and employees. This work with Skills Guernsey will allow us to meet the needs of our changing economy and ensure Guernsey can continue to compete on a global stage.’
COURSES

Below is a sample of provision that is designed to address some of the gaps identified. For a full list of training opportunities by sector and by topic please visit the Skills Guernsey website.

ENTREPRENEURSHIP
7 March, 9.00am - 4.00pm
Venue: Le Coutanchez Campus
Cost: £154
Provider: The Guernsey College of Further Education
Booking: www.gov.gg/skillsguernsey

Summary of content:
This one-day workshop will provide you with the best advice and handy tips on how to be enterprising and entrepreneurial. It is for anyone who is thinking of starting their own business; has already started their own business; or has a well established business and is seeking ways to extend it in an enterprising way.

During the workshop delegates will:
- learn from the experience of others
- identify a checklist of recommended ‘do’s’ and ‘don’ts’
- find out what they, or others, will have to do and achieve to be successful

PRESENTATION SKILLS
6 April, 9.00am - 5.00pm
Venue: GTA University Centre
Cost: £225
Provider: The Learning Company
Booking: www.thelearningcompany.gg or www.gta.gg or call 730598

Summary of content:
This workshop will help delegates to examine their natural approach to communication and using that to its full potential. We will explore communication blindspots and how to overcome them as well as application in a variety of scenarios, ranging from stage presentations to influencing a small group. The course will consider various communication methods - verbal, body language and written - and incorporates a practical (verbal) presentation exercise. This course is not only for those who need to hone their public speaking/presentation skills, but for anyone who needs to share and influence their ideas with others in their team.

MANAGING TIME AND PRESSURE
14 March, 9.00am - 5.00pm
Venue: GTA University Centre
Cost: £225
Provider: The Learning Company
Booking: www.thelearningcompany.gg or www.gta.gg or call 730598

Summary of content:
This workshop explores how to set clear and concise goals in order to prioritise, and provides various tools and techniques for dealing with pressure; we will look at time thieves and how to deal with them, master list systems, effective scheduling and optimising contact lists. Participants will complete a personal stress audit and explore a four-factor framework for positive action to help reduce stress and pressure. All delegates will leave with tools and techniques to optimise their time with immediate workplace application.

MANAGING UNCERTAINTY
14 April, 9.00am - 4.00pm
Venue: Le Coutanchez Campus
Cost: £154
Provider: The Guernsey College of Further Education
Booking: www.gov.gg/skillsguernsey

Summary of content:
We live, work and manage in uncertain times. This one-day workshop will help you respond to this uncertainty in a positive and powerful way, helping you, and those working with you, ride the waves, rather than drown.

During the workshop delegates will:
- identify and use two key strategies for managing uncertainty
- learn specific techniques and actions they and others can take to be more positive about uncertainty, and take ownership of their response
- recognise the opportunities and benefits that can be provided by uncertainty, and how to take full advantage of such opportunities.
COURSES

Below is a sample of provision that is designed to address some of the gaps identified. For a full list of training opportunities by sector and by topic please visit the Skills Guernsey website.

MENTORING MY TEAM
19 April, 9.00am - 5.00pm
Venue: GTA University Centre
Cost: £225
Provider: The Learning Company
Booking: www.thelearningcompany.gg or www.gta.gg or call 730598

Summary of content:
This workshop will benefit all those who regularly delegate tasks with the aim of developing and empowering others. Course participants will consider the advantages of the art of delegation and practise questioning and listening as well as developing coaching techniques.

The end result is enhanced workplace performance and delivering positive outcomes with far greater effectiveness and efficiency. This includes exploring authenticity - the role model that we are setting for our colleagues.

MANAGING RELATIONSHIPS
25 April, 9.00am - 4.00pm
Venue: Le Coutanchez Campus
Cost: £154
Provider: The Guernsey College of Further Education
Booking: www.gov.gg/skillsguernsey

Summary of content:
This one-day workshop will provide you with useful ideas, techniques and skills to help you build and maintain effective relationships with anyone you work with in a positive and effective way.

During the workshop delegates will:
- understand why positive relationships matter
- discover and practise ways of building effective relationships
- decide on key personal behaviours to commit to, that will help you in this

PROBLEM SOLVING
10 May, 9.00am - 5.00pm
Venue: GTA University Centre
Cost: £225
Provider: The Learning Company
Booking: www.thelearningcompany.gg or www.gta.gg or call 730598

Summary of content:
This workshop will explore our natural approaches and resources to decision making and problem solving, identifying areas of both strength and struggle and providing techniques to improve the quality and speed of decision making, planning and problem solving. We will consider individual decisions/problems and group problems, how to practise and prepare, how to exercise our ‘thinking’ muscles in a variety of learning environments and how to apply our problem-solving skills to those environments. The course includes a variety of breakout exercises and activities to ensure that the learning makes a long-lasting difference to all participants.

LEARNING HOW TO LEARN
20 April, 9.30am - 12.30pm or 1.00pm - 4.00pm
Venue: Le Coutanchez Campus
Cost: £120
Provider: The Guernsey College of Further Education
Booking: www.gov.gg/skillsguernsey

Summary of content:
In the future, it is predicted that most employees will have up to 10 jobs in their career – not all in the same profession. In fact for younger people, many of the jobs they will have, have not been invented yet. So a fundamental skill for all future staff is the ability to learn, and to keep learning. This half-day workshop will help you discover how you learn best, and to provide practical hints and tips to aid your learning.

Content will include:
- ways of learning – an overview
- your learning strategy – what helps, and what hinders
- putting theory to the test – learn something new today..!

This half-day workshop will run twice on 20 April.
Larry Grainger  
Director of Confederation Guernsey Industry

‘We, at CGI, are reassured and pleased to see that Skills Guernsey is facilitating the coordination of training and skills development provision on the island. Skills Guernsey is already involved with the coding club initiative which is focused on ensuring that future generations have the technical ability that our island’s business community will need.’

Deputy Paul Luxon  
Minister Health & Social Services

‘The comprehensive provision of training and skills development, delivered in a co-ordinated way is vital for the growth and development of Guernsey’s business community. The Bridge the Gap project delivered by Skills Guernsey has brought together those people and institutions that can deliver this service for the benefit of the business community and ultimately for the benefit of a successful and progressive Guernsey Economy.’

Michelle Johansen  
Founder, Women’s Development Forum  
Director Johansen Executive Training

‘Working in collaboration with the Guernsey College of Further Education, we have supported the Women2Win initiative. This project was developed in response to an identified need to encourage more women to stand for the States of Guernsey.’
### COURSES

Below is a sample of provision that is designed to address some of the gaps identified. For a full list of training opportunities by sector and by topic please visit the Skills Guernsey website.

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<thead>
<tr>
<th>Course</th>
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<td>RESOURCE MANAGEMENT</td>
<td>16 May</td>
<td>9.00am - 4.00pm</td>
<td>Le Coutanchez Campus</td>
<td>£154</td>
<td>The Guernsey College of Further Education</td>
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<td>This one-day workshop will take a fresh approach to resources - examining in detail how resources beyond money can be acquired and used to achieve significant results.</td>
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<td>- learn how to acquire and use such resources to best effect</td>
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<td>- trade key resources to create a financially free win-win outcome</td>
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<td>INTERPERSONAL SKILLS</td>
<td>17 May</td>
<td>9.00am - 4.00pm</td>
<td>Le Coutanchez Campus</td>
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<td>The Guernsey College of Further Education</td>
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<td>This one-day workshop will introduce you to a range of micro behaviours and skills that are crucial in building and maintaining a rapport with anyone. These are the building blocks that underpin successful interactions, and ensure you are equipped in making a positive first and lasting impression.</td>
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<td>- identify the top 10 key interpersonal skills</td>
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<td>- practise developing and sharpening such skills</td>
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<td>- choose which sets of behaviours and skills work best with different people</td>
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<td>ALS FOR INDUSTRY</td>
<td>19 May</td>
<td>9.00am - 4.00pm</td>
<td>Le Coutanchez Campus</td>
<td>£154</td>
<td>The Guernsey College of Further Education</td>
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<td>ALS stands for Action Learning Set – a different way of learning. Not everyone likes formal classroom learning; many of us learn most from intelligent conversations with others who face similar situations or concerns, or who have tackled them successfully. Action Learning Sets bring such people together and with the aid of a facilitator, take turns to lead on their main issue or concern, and listen to the contribution and ideas of others. This one-day workshop will take you through this process. It is useful for anyone who likes learning in this way, and also for those within your company who might like to know more about this effective technique.</td>
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<td>- principles, processes and benefits of ALS</td>
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<td>- putting principles into practice: ALS in action</td>
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<td>MINDWORKS</td>
<td>1 June</td>
<td>9.00am - 4.00pm</td>
<td>Le Coutanchez Campus</td>
<td>£154</td>
<td>The Guernsey College of Further Education</td>
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<td>In many ways your mind, and how you use it, determines almost everything else. This one-day workshop will introduce you to a range of approaches, all focused on building mental strength and mastery.</td>
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<td>- learn a number of approaches that focus on mental skills and strengths, including mindfulness, meditation, hypnotherapy and growth mindset</td>
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<td>- practise these techniques</td>
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<td>- assess which of the techniques will work best for you, and in which situations</td>
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COURSES

Below is a sample of provision that is designed to address some of the gaps identified. For a full list of training opportunities by sector and by topic please visit the Skills Guernsey website.

### BITE-SIZE WORKSHOPS
9 June

<table>
<thead>
<tr>
<th>Venue:</th>
<th>Le Coutanchez Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost:</td>
<td>£50 per session; £200 for all five sessions</td>
</tr>
<tr>
<td>Provider:</td>
<td>The Guernsey College of Further Education</td>
</tr>
<tr>
<td>Booking:</td>
<td><a href="http://www.gov.gg/skillsguernsey">www.gov.gg/skillsguernsey</a></td>
</tr>
</tbody>
</table>

Summary of content:

- Do you find it difficult to attend a full or even half-day training session?
- Do you feel you learn in bite-size chunks, where the learning is over a shorter period?
- If you agree with either of the above questions, then the Bite Size Workshop may be ideal for you.

The day consists of five one-hour workshops running between 9.00pm and 3.15pm, and you only pay ‘on the door’ for the sessions you attend. You can attend as many or as few as you like – roll on, roll off... Each session is pacy and down to earth – adownload of handy hints and tips on the chosen topic. Topics will be posted online at www.gov.gg/skillsguernsey

### DEALING WITH CONFLICT
17 June, 9.00am - 5.00pm

<table>
<thead>
<tr>
<th>Venue:</th>
<th>GTA University Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost:</td>
<td>£225</td>
</tr>
<tr>
<td>Provider:</td>
<td>The Learning Company</td>
</tr>
<tr>
<td>Booking:</td>
<td><a href="http://www.thelearningcompany.gg">www.thelearningcompany.gg</a> or <a href="http://www.gta.gg">www.gta.gg</a> or call 730598</td>
</tr>
</tbody>
</table>

Summary of content:

This workshop will examine how conflict affects organisations and the importance of dealing with difficult situations in a timely, appropriate and effective manner. We will explore different types of conflict (“hot” and “cold”), practise communication skills and strategies for conflict resolution and learn to understand our own personal style when dealing with conflict. This full-day course is highly engaging, incorporating a variety of breakout exercises and activities that will help engage the participants and make the learning ‘stick’ for the long term.

### CREATING SUCCESSFUL CHANGE (limited offer for a trial period)
13, 14, 29 & 30 June, 9.00am - 4.00pm

<table>
<thead>
<tr>
<th>Venue:</th>
<th>TBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost:</td>
<td>£550 per session (normal rate £800)</td>
</tr>
<tr>
<td>Provider:</td>
<td>The Guernsey College of Further Education</td>
</tr>
<tr>
<td>Booking:</td>
<td><a href="http://www.gov.gg/skillsguernsey">www.gov.gg/skillsguernsey</a></td>
</tr>
</tbody>
</table>

Summary of content:

This four-day, two-block programme is a unique and highly effective programme if you want to develop individual staff through one-to-one feedback and coaching, within a team environment. The cohort consists of two teams of six, and each has three projects to work on over the four days. The first two-day block requires the team to take the three projects from initial brief to a detailed proposal, and the second two-day block requires the team to take one of the projects to a fully detailed implementation plan, and will require the team to deal with blockages to the change (including resistant staff and sceptical senior managers). Each group has a skilled facilitator attached, who observes the team over the four days, and provides individual and team feedback and coaching (live and in written format afterwards). All team members also have the opportunity for a private and confidential one-to-one coaching session on each block.

### COMMENTS FROM PREVIOUS DELEGATES:

“This is the best programme we have ever run for staff development. Though initially it appeared expensive, it has been excellent value for money, in that everyone attending has been able to increase their personal performance and effectiveness. Highly recommended” Scott Webb, OD Manager, Bolton At Home
TRAINING THE TRAINER

A three-day course being offered and subsidised as part of Skills Guernsey’s Bridge the Gap initiative

TRAINING THE TRAINER
27 & 28 April and 18 May

Venue: Le Coutanchez Campus
Cost: £400 (normal rate £525)
Provider: The Guernsey College of Further Education
Booking: www.gov.gg/skillsguernsey

This three-day programme, subsidised by Skills Guernsey, is open to anyone currently in employment who would welcome the opportunity to get excellent advice and development opportunities to become a specialist trainer within their current field of expertise.

Guernsey College of Further Education is looking to employ, on a contractual basis, industry specialists to help deliver some of the college’s programmes, which require particular technical or other sector-specific skills.

So if you currently have such skills, and would like to use some of your spare time teaching those skills to others, but lack the training experience or qualifications, then this may be the course for you.

This three-day programme will provide you with a greater understanding of how people learn, along with a host of ideas, tools and techniques to equip you to be an excellent teacher or tutor.

The number of delegates is limited to a maximum of 12, so that you get excellent and personal support and feedback from two experienced and highly rated trainers.

Places will be allocated on a first come first served basis.

COMMENTS FROM CURRENT PART TIME LECTURERS:

“As a professional with more than twenty years’ experience in design and engineering, it is very satisfying to be able to give something back and to help others along the way to what could be as rewarding and varied a career as I enjoy. I recommend getting involved with lecturing at the College of FE and supporting our future.”
Simon Keys, First Principle Design Ltd

“I have been teaching accounting and other aspects of finance, ad hoc, for more than twenty years. It is a rewarding and stimulating challenge which is as fresh now as when I started. The amount of satisfaction, and recognition gained cannot be underestimated.”
Alan Ogier, Intertrust
The Guernsey College of Further Education is involved with a number of projects and initiatives aimed at enhancing the skills training delivery to tomorrow’s workforce.

One example of such a project is the college Enterprise and Innovation Academy created in direct response to the demand for more skilled graduates.

The Enterprise Academy aims to foster enterprise in students through real time, real world project development and delivery. Two students have already established their own business as a consequence of this approach which is proving to be low cost high return as an effective learning route. Since its launch the Enterprise Academy has delivered projects for The Policy Council, The Co-op, StartUp Guernsey, The Chamber of Commerce, PWC and the Guernsey Botanical Trust. Internally we have run a retail event at the OSA pop up shop and created a gallery for the work of the Creative and Digital Arts students.

The college is involved with over 20 projects and details of live projects or how you can engage with this initiative can be found on the Skills Guernsey website.

The college welcomes your support in its provision for all types of students from all walks of life. This support could help a student overcome personal challenges, succeed in their educational and training needs, get back to work - or just provide assistance to a student who needs help to improve themselves to the overall benefit of their island.

Julian Winser
Chairman Board of Governors
Guernsey College of Further Education

GUERNSEY COLLEGE ASSOCIATION

How can I become an Associate?
There are five distinct and separate ways of becoming an Associate:

1. Become a ‘Friend of the College’
   You can make a monthly, financial contribution to the College, starting from £5 per month.

2. Become a Guernsey College Patron
   As a Patron, you will become a proactive and influential college supporter – by, for example, lobbying or speaking on our behalf, or using your network to run and promote events helpful to the college.

3. Project Provider
   As a Project Provider you would provide projects for our students to undertake as part of their course of study. They get relevant work experience, and you would get a fully supervised, quality piece of work either free or at reduced rates.

4. Mentor/Coach
   You would offer your time and experience to mentor or coach one or more of our students, including offering face-to-face or on-line support, and/or the opportunity for students to shadow you or others within your workplace (subject to necessary checks).

5. Donations and sponsorship
   You could make one-off donations, or sponsor a specific College initiative or event.

Please get in touch...
With your help we can make a genuine difference to the lives of our students and their ambitions to serve the Guernsey economy and local community.

Tel: 01481 737 500 or email: future@gcfe.net