



AndrewSimsCentre  
for professional development



Leeds and York Partnership  
NHS Foundation Trust



Workshop

# Management Training Skills: Become High Performance Manager

Wednesday 21 April 2021

Virtual Event via Zoom

12pm Registration, 12.30pm Welcome and 4.30pm, Close

Led by **Donna Knowles** from **Live And Learn Consultancy**, delegates will learn fundamental managerial techniques for confidently managing a high performing team. Discover the art of people management, nurture better staff relationships and ultimately improve your team's performance. Delegates will be able to identify when and how to adopt different management styles, become a great manager people want to work for and inspire their team to greater success.

This course aims to provide delegates with:

- The knowledge of how to goal set for success
- How to communicate to your team
- Discovering successful delegation techniques

## About our speaker:

Donna Knowles is a passionate trainer and coach who gains credibility through motivational behaviour techniques to excite, engage and enable learners in driving change to achieve optimal performance. Donna has qualified as a Learning and Development Practitioner, HR L4 Diploma, ILM L3 Management and Leadership, working towards Certification in Assessing Vocational Achievement and Life Coach.

## Course Fees:

**£185.00**

All learning materials, lunch and refreshments are included.

## Reservations:

Please complete the reservation form overleaf and post or scan to: Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, LS15 8ZB. (Please note this is our correspondence address only.)

If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

## Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 3 CPD hours subject to your peer group approval.

## This conference is suitable for:

www.andrewsimscentre.nhs.uk  
andrewsimscentre.lypft@nhs.net  
0113 85 55638





# Andrew Sims Centre Reservation Form

Course Title: **Management Training Skills: Become a High Performance Manager**  
Date: **Wednesday 21 April 2021**

## YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title ..... First Name .....

Surname ..... Job Title .....

Speciality .....

Trust / Organisation .....

Preferred Mailing Address .....

..... Postcode .....

Work Telephone ..... Mobile .....

Email .....

Dietary ..... Other .....

Signature ..... Date .....

## NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please tick [ ]

## COURSE FEES

[ ] One Place £185.00

## BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 6)

- 1. ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT with credit or debit card
- 2. TELEPHONE:** 0113 855 5638 with credit or debit card
- 3. POST:** Administrator at Andrew Sims Centre, 2150 Century Way, Thorpe Park Industrial Estate, Leeds, LS15 8ZB
- 4. BACS:** Account Number: 10003312 Sort Code: 60-70-80  
Please use ref ASC210421-DELEGATENAME
- 5. INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net  
Trust .....

Purchase Order Number .....

- 6. LYPFT Internal Transfer:**  
Budget Holder Name .....

Budget Holder Email .....

Budget Code: .....

Budget Holders signature .....

Budget Transfer will occur in April 2021

All Payment must be received in advance of event.

## HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and either post to: **Events Administrator, Andrew Sims Centre, 2150 Century Way, Thorpe Park, Leeds, West Yorkshire, LS15 8ZB** or Email it to **andrewsimscentre.lypft@nhs.net**.

Please note this is our correspondence address only. Please check individual courses for venue details.

## PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

## ACCREDITATION

This course is eligible for 6 CPD hours subject to your peer group approval.

## VIRTUAL EVENT

This event will be conducted virtually via Zoom, please ensure that you have the software downloaded and a free account created prior to the day of this course. You can sign up to Zoom [here](#). More information regarding Zoom and how to join the course will be emailed 2 weeks prior to the event.

## CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

## RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

## FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ('GDPR'). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, please tick [ ]

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here [ ]

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick [ ]