

MANOR ROYAL

TRAINING *Be part of it!*



MAY 2025 - OCT 2025



LOW COST TRAINING ON YOUR DOORSTEP

DEVELOPED BY MANOR ROYAL BID,
FOR MANOR ROYAL BUSINESSES





This year marks 75 years since Princess Elizabeth (later Queen Elizabeth II) named Manor Royal road, which was later adopted as the name for the entire business district.

Originally planned to accommodate around 8,000 employees, Manor Royal has far exceeded expectations and gone on to become one of the biggest business parks in the UK.

QUALITY TRAINING DELIVERED LOCALLY FOR LESS

Welcome to the 19th Manor Royal BID training programme delivered in partnership with Crawley College exclusively for Manor Royal based companies.

This is one of numerous services the Manor Royal BID provides to Manor Royal people and businesses. We have been working with Crawley College since 2015 to deliver this programme, and it remains one of our most enduring and popular.

Over that time, we have been able to deliver over 300 courses, attended by over 2,000 people that adds up to collective savings of over £200,000 for Manor Royal companies.

As always, there is a broad range of subjects covered in this phase (phase 19) from leadership, to excel, first aid and wellbeing. We are already looking at the content for phase 20, so if there is something you would like to see that is not already covered - get in touch.

Thanks to those Manor Royal companies who have made their rooms available to host a training session and to Crawley College for their continued support and valued partnership.

Steve Sawyer
Executive Director, Manor Royal BID

To find out more about other services we provide visit:
www.manorroyal.org/benefits

To participate in our events for fun, information and connections see:
www.manorroyal.org/events

To discover the projects we are delivering see:
www.manorroyal.org/projects

MANOR ROYAL EVENTS CALENDAR

CONNECTED CRAWLEY

Free informal networking every quarter bringing together members from Gatwick Diamond Business, Freedom Works, Crawley Town Centre BID and Manor Royal BID. Check the Manor Royal website for details.

Thursday 08 May 2025

Manor Royal Recognition Awards 11:30 - 15:00

Celebrating those in the Manor Royal community that go above and beyond! Nominations have now closed and the winners will be announced at this celebratory event. This event will be by invitation only.

Tuesday 03 June 2025

Manor Royal Know Your Neighbour 09:30 - 15:30

Taking place at The Hawth Theatre, providing a real platform for local trade for the people and businesses operating on Manor Royal. The aim of the event, (now in its 12th year), is to encourage local trade, helping local companies showcase themselves to each other and identify business development and supply chain opportunities. For the first time, the event will be open to the general public to attend and see the range of businesses trading on Manor Royal.

Thursday 17 June 2025

Manor Royal Football Tournament 18:00 - 20:30

Charity friendly 6-a-side football tournament at K2 3g Pitches, Crawley.

Thursday 3rd July 2025

Manor Royal Charity Treasure Hunt (Times TBC)

A fun team event, travelling around Manor Royal solving clues and reaching the treasure at the end with a social and BBQ! In partnership with Crawley Open House.

Thursday 25 September 2025

Manor Royal People Conference 09:15 - 13:00

Designed for Manor Royal business owners, company managers and HR professionals who want to build and lead teams that are motivated for success. This event provides expert insights and the chance to connect with others with responsibility for recruiting and managing people in Manor Royal. Includes networking lunch.

Thursday 06 November 2025

Manor Royal Matters Conference 09:15 - 13:00

The Conference, being held at The Crowne Plaza Hotel in Langley Green, Crawley, incorporates our Annual Review and brings together Manor Royal businesses, stakeholders and partners to debate those issues that make a difference to working life on Manor Royal. Includes networking lunch.

FREE FOR MANOR ROYAL

All Manor Royal events are free for Manor Royal companies and people to attend.

Book your place and find other events at www.manorroyal.org/events



LEADERSHIP TRAINING

For new and existing leaders to gain the greatest benefit, we recommend you complete all courses.

Course	Date/Time	Location	Manor Royal Price
New to Team Leading Develop an understanding of team dynamics, SMART objectives, and the impact of good management style in the workplace. Delegates will learn a range of skills including how to recognise working styles within their teams, how to communicate effectively as a leader and how to develop their own management style.	04/06/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
Introduction to Successful Project Management From project brief to post implementation review, delegates will gain extensive project management skills enabling their projects to be completed within a given timescale and on budget, while meeting their aims and objectives.	25/06/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250
Effective Leadership Skills This course will give delegates an understanding of leadership styles, the impact different styles have on those who are 'led' and how to choose the most appropriate approach for a given situation. This course will also be useful if you want to understand more about how to develop the leadership styles of your management team.	22/10/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250

"GREAT VENUE, GREAT TRAINER, LOVELY GROUP OF DELEGATES, LOTS OF IDEAS TO ACTION"

Dave Hughes - Ampito



IT TRAINING

Master the use of Microsoft Excel with advanced functions and formulas and supercharge your Microsoft Office skills.

Course	Date/Time	Location	Manor Royal Price
Excel for Beginners Learn how to create spreadsheets containing formulae, covering the wide range of tools available within the package to manage the data, and providing knowledge of the basic elements, such as entering formulas, formatting cells, freezing, and splitting.	14/05/2025 09.30-16.30 09/09/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £160
Excel Intermediate For those who already use Microsoft Excel to create simple formulae, this course provides further knowledge of the programme and its more advanced features, enabling delegates to use a wider range of tools and useful calculations including charts, conditional formatting, the If function, and object linking and embedding.	11/06/2025 09.30-16.30 30/09/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £170
Excel Advanced For delegates who wish to gain knowledge of some of the advanced features and formulae within Excel. Topics include auditing, look up tables, macros and assigning code to buttons, IF revisited, AND function, text functions, goal seeking, scenarios, consolidation of data, working with fractions, sub totals and pivot tables.	02/07/2025 09.30-16.30 15/10/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180

“OVERALL GREAT COURSE, AMAZING TUTOR! THANK YOU!”

Anita Dymek - Cementaid (UK) Limited

BUSINESS TRAINING

Learn ways to prepare your business for the future.

Course	Date/Time	Location	Manor Royal Price
Delivering Excellence in Customer Service This highly interactive course will give delegates the knowledge, understanding and confidence to deliver an outstanding service experience, while at the same time be ambassadors of service, with the skill to coach team members back in the workplace.	20/05/2025 09.30-16.30	Creative Technology Limited	MR Levy £50 Non-Levy £115 Std £250
Effective Time Management Managing time means gaining more control over how we spend it, and there are some straightforward techniques that can be applied. It is chiefly about conditioning our environment rather than allowing our environment to condition us, and not allowing time pressures to build up from the interruptions, questions or demands of others. You will cover the following topics: Recognising time styles, prioritising, and scheduling tasks, recognising, and managing timewasters and procrastinators, delegation and setting objectives.	04/09/2025 09.30-16.30	Harwoods	MR Levy £50 Non-Levy £115 Std £250
Power BI In this one-day course, you'll dive into the basics of data handling and visualisation using Power Query and Power BI. You'll learn how to import, clean, and shape data, create and manage relationships between tables, and enhance your data with DAX calculations. Additionally, you'll gain hands-on experience in designing interactive dashboards and reports. By the end of the day, you'll have a solid foundation in these key areas, ready to bring your data to life with powerful visualisations.	16/09/2025 09.30-16.30	Crawley College	MR Levy £50 Non-Levy £115 Std £180



FIRST AID TRAINING

Learn how to provide emergency first aid at work.

Course	Date/Time	Location	Manor Royal Price
Emergency First Aid at Work Suitable for those who are required to act as a First Aider, with the emphasis on preventing situations from becoming worse and maintaining life until help arrives. Certificate valid for 3 years.	07/05/2025 09.30-16.30 24/09/2025 09.30-16.30	Viridien Welland Medical	MR Levy £50 Non-Levy £115 Std £155

“GRANT WAS GREAT FUN AND MADE A LOT OF IMPORTANT POINTS, VERY MEMORABLE BECAUSE OF HIS FRIENDLY APPROACH. HE WAS ALSO PROFESSIONAL AND KNOWLEDGEABLE.”

Sally Brown - Gatwick Diamond Business

“LOVED THE USE OF THE HEADSET.”

Mandi Lloyd - Gatwick Diamond Business

WELLBEING TRAINING

Increase your awareness, acceptance and knowledge of emotional wellbeing in and out of the workplace.

Course	Date/Time	Location	Manor Royal Price
Developing and Maintaining Resilience Resilient people demonstrate great flexibility, high energy, and mental agility and consistently perform at their highest level. They have strong relationships and support networks that help them to amplify their productivity and results. The beauty of resilience is that whilst it's partly about personality and genetic make-up, there are also learnable skills, and this training can help to boost these.	18/06/2025 09.30-16.30	Welland Medical	MR Levy £50 Non-Levy £115 Std £250



“VERY WELL-PRESENTED INFORMATION, VERY FRIENDLY COURSE LEADER.”

Andy Hood - Welland Medical



HOW TO BOOK

Booking a training course with Crawley College could not be easier. We offer three simple ways for you to do this:

-  www.crawley.ac.uk/manorroyal
-  train@ccgtraining.ac.uk
-  01293 442344

FIRE WARDEN TRAINING

Learn how to prevent and respond to fire hazards within the work place.

Course	Date/Time	Location	Manor Royal Price
Fire Warden and Awareness Training This course is designed to help businesses meet fire marshal and fire awareness training requirements. While we often assume fires are rare and won't affect us, this training highlights the real dangers of fire and the potential costs to businesses if one occurs. Participants will gain essential fire safety knowledge and practical skills to handle emergencies effectively. The course also includes an immersive VR experience, offering a challenging yet engaging way to apply fire safety principles in a realistic setting.	08/10/2025 09.30-16.30	TBC	MR Levy £50 Non-Levy £115 Std £250

"VERY USEFUL AND ENJOYABLE TO LEARN ABOUT."

Alice Staniford - Kelvin Precision Products Ltd



MEET THE TRAINERS



Darren Robathan

Darren has been training for 6 years now and loves teaching all things fire, first aid and health and safety. Fire training leaves an experience to remember using a virtual reality fire training simulator, where you get immersed into a virtual reality and put to the test. Darren takes pride in ensuring you will have the best experience training with us.



Grant Pearce

Grant really is a 5 star trainer who takes pride in what he does and how he teaches. Using modern intuitive equipment, Grant will ensure you have an experience to remember which will give you the knowledge and skills you need to tackle emergencies requiring a first aider.



Deborah Naylor

With over 25 years as a business consultant, coach and training and development expert, Deborah has real evidenced business acumen which she has used to develop over 19,000 candidates.



Paula Dickenson

Paula moved to training from a role in the telecoms industry, she has been delivering all levels of IT education for over 20 years. A self confessed geek she likes to share tips and tricks on how to get the most out of the world of computers.

MANOR ROYAL BID VOLUNTEERING PROGRAMME



MOVE IT



Conservation based volunteering for team building, to improve the environment and build a sustainable community

The Manor Royal BID works with Sussex Wildlife Trust to provide a unique, cost free opportunity for Manor Royal based employees. They can participate in conservation based volunteering and team building activities at Crawter's Brook People's Park or at one of over 30 nature reserves across Sussex.

Whether you are looking for an informal team building activity or simply the chance to support the wildlife and give something back to the community, we have the opportunity for you.

At Crawter's Brook People's Park

Manor Royal's largest green space, a five acre area and home to different forms of nature and wildlife - as well as a great space to unwind at lunch, have a meeting or escape for some peace and quiet.

Step into nature and help make Crawter's Brook a place where wildlife and people can thrive. Activities include Himalayan Balsam Removal, coppicing and scrub clearance. Physical conservation work is the main part of the day whilst learning about the habitat and wildlife within it.



MOVE IT

The 'Move it' initiative aims to revolutionise how we travel to work by promoting more active and sustainable travel behaviours among Manor Royal businesses and staff.

The Benefits

- Enhanced corporate image
- Cost savings
- Employee well-being and productivity
- Reducing your carbon footprint

How 'Move It' can help

Through 'Move it', we offer a comprehensive suite of resources, incentives, and support to help businesses and their employees make the transition to eco-friendly commuting options. From discounted public transport fares, personalised travel advice and incentives or free staff roadshows we are committed to making sustainable travel accessible, convenient, and rewarding for all.



For more information you can visit www.manorroyal.org/volunteering or contact the BID office info@manorroyal.org

For more information you can visit www.manorroyal.org/move



www.manorroyal.org/volunteering



www.manorroyal.org/move

TRAIN WITH US

at Crawley College

Trade Courses

We work with industry experts including the NICEIC, City & Guilds and OFTEC to ensure you receive relevant certification and training. Choose from specialist courses in construction, electrical, gas, plumbing and oil including:

- > 18th Edition Wiring Regulations
- > C&G 2391-52 Inspection & Testing
- > C&G 2396 Design & Verification

All Manor Royal BID Levy payers are entitled to an exclusive 20% discount on selected training courses delivered at Crawley College.

We are now delivering renewable training. If you are interested, please visit our website or get in touch for further information.

Contact us

Email train@ccgtraining.ac.uk to find out more or visit crawley.ac.uk

BUSINESS, MANAGEMENT & PROFESSIONAL TRAINING

To keep you ahead of the game

Professional roles within Manor Royal's diverse businesses are essential to the area's ongoing growth, innovation, and success.

In collaboration with Crawley College and The Chichester College Group, Manor Royal's business ecosystem provides excellent professional development opportunities for current employees and local workers.

We offer a variety of government-funded and self-funded training programmes to meet the needs of entry, mid, and senior-level talent.

We partner with top industry awarding bodies such as ACCA, AAT and ILM.



Here is a list of our current business and professional apprenticeships available through the Chichester College Group. These programmes support the recruitment and development of new staff, as well as upskilling and accrediting your existing team using government funding:

- > Administration Assistant Level 2
- > Customer Service Practitioner Level 2
- > Business Administration Level 3
- > Accounts/Finance Assistant Level 2
- > Assistant Accountant Level 3
- > Multi-Channel Marketer Level 3
- > Content Creator Level 3
- > HR Support Level 3
- > Team Leader/Supervisor Level 3
- > Professional Taxation Technician AAT Level 4
- > People Professional HR Level 5
- > Operations/Department Manager ILM Level 5

For more information, please contact us at philip.perryman@gbmc.ac.uk

MANOR ROYAL: A PLACE WITH BENEFITS

THANK YOU TO OUR BUSINESS HOSTS

Through the Manor Royal BID, you automatically gain access to a range of services and benefits that might not necessarily be available somewhere else, including:

 Cheaper staff travel	 Free events programme
 Additional security measures, business watch membership	 Additional winter and grounds maintenance
 Low cost training programme	 Tailored magazine and dedicated communication
 Dedicated point of contact	 Free and unlimited job board access
 Access to bespoke business directory	 Cost-saving schemes and employee benefits
 On-going and continued investment	 Support and facilities

The list of additional services, benefits and projects being delivered is always growing. Please visit the Manor Royal BID website for the latest details:

www.manorroyal.org



CREATIVE TECHNOLOGY

Sussex Manor Business Park, E2,
Gatwick Rd, Crawley RH10 9NH
ct-group.com



ELEKTA

Linac House, Fleming Way, Crawley RH10 9RR
elekta.com



HARWOODS JAGUAR LAND ROVER

Manor Royal, Crawley RH10 9LW
harwoods.co.uk



VIRIDIEN

Crompton Way, Manor Royal Estate,
Crawley RH10 9QN
viridiengroup.com



WELLAND MEDICAL

Hydehurst Ln, Crawley RH10 9AS
wellandmedical.com

CONTACT US

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Working in partnership for a better Manor Royal



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