



# THE CONFIDENT MANAGER

## FAQs

### What's it all about?

The **Confident Manager** training programme transforms hesitant, apprehensive, uncertain managers into skilled, effective, assured managers and leaders. Whether a delegate is new to the world of management, or would benefit from a skills refresh, this engaging, interactive, hands-on course is your secret to success.

### When and where does it run?

1st, 8th and 15th May 2024. The programme comprises three, 3 hour sessions, each running 9.30am - 12.30pm in the Exmoor Room at Node Cowork's state of the art facility, 1 Enterprise Road, Roundswell, Barnstaple EX31 3YB

The building is fully accessible, with ample free parking. Delegates are welcome to arrive from 9:15 onwards for coffee and a bun. We will start at 9:30 prompt and take a break midway.

### How much does it cost?

£375 per delegate which covers all three sessions. Payment must be received in full to secure a place on the course. There is no VAT as Alan Mead Coach Trainer is not VAT registered.

### Why Barnstaple?

Too many people I have spoken to about training like this are frustrated about having to travel to Exeter or beyond to benefit from it. North Devon has a thriving business community and this is my opportunity to show my support for my home for over 30 years!

### Why three sessions like this?

Three short, sharp sessions will maximise retention of the learnings from the training then still allow delegates to get back to work afterwards, minimising disruption.

It will also allow delegates to apply what they learned during the session then share their experiences at the next session.

### What will each session cover?

Session 1 is about Communication - Boosting understanding within teams to enhance collaboration and speak each other's language.

Session 2 looks at People Skills - Not only managing teams, but leading, guiding, and empowering individuals to achieve their best.

Session 3 focuses on Managing Ourselves - Managing in an effective way begins with knowing how we can manage ourselves.

### Course materials and follow up

Every delegate will receive a pdf of the presentation slides after each session.

I will be available on email between each session and for a few days after the last session (within reason!) to answer any questions or queries delegates may have.



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I'll also be setting a couple of tasks for delegates at the end of each session and where possible, letting their line managers know both what we have covered and what those tasks are so they can give their delegate/s full support to maximise the benefit of the training!

## Can I cherry pick from the sessions?

No! Each session feeds into the next one and by joining the training, delegates commit to attending all three sessions. There will be no partial refund should a delegate miss a session.

## What if I have to cancel ahead of the course?

Any cancellation received more than 4 weeks before the first day of the course will receive a 75% refund.

Any cancellation more than 2 weeks before the first day of the course will receive a 50% refund.

Any cancellation 2 weeks or less before first day of the course will not receive a refund.

## Will the course run again?

The course starting on 1 May is the first time the course will have run. I plan to run further courses as long as the interest is there, and the course is positively received – I am very confident that it will be.

## Who are you to be running a course like this?

I bring nearly 35 years of experience from working in Advertising to this training, in particular at local Agency Bray Leino, which I joined in 1987.

In that time, I worked as a Manager, Department Head, Director and Board Director across a number of disciplines, including Client Service, Production, Procurement and finally 5 years, as Head of Learning for Bray Leino and The Mission Group, Bray Leino's parent company.

At Bray Leino, I wrote (and in 2018, supported) the submissions that won the Agency the prestigious Institute of Practitioners in Advertising (IPA) Continuous Professional Development (CPD) Gold Award in 2015, 2016, 2017 and 2018, and IPA CPD Platinum Award in 2016, 2017 and 2018. These illustrated how my Training Programmes directly contributed to the Agency achieving its annual business objectives and targets.

You can learn more about me at [www.alanmead.co](http://www.alanmead.co) (The site is being updated and the updates will be in place very shortly)

## Tell me more!

With pleasure. As well as visiting my website, [www.alanmead.co](http://www.alanmead.co) (that's just .co) you can email me at [alan@alanmead.co](mailto:alan@alanmead.co) (that's just .co too) or call me on 07881 023637.

I'd be happy to meet you at Node Cowork for a coffee and chat too.

\*Taking Responsibility – Why UK PLC needs better managers" was published in October 2023 by the Chartered Management Institute (CMI) and You Gov and carried out among 2,524 employees with management experience and 2,018 employees with no management experience.