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INTRODUCTION

About the Flexible Workforce Development Fund

The Flexible Workforce Development Fund can be used to book spaces on existing scheduled courses or to create **bespoke training solutions to meet the specific needs of your business**. Launched in 2017/18, the fund initially allowed Scottish apprenticeship levy payers to access £10,000 to upskill and re-skill their workforce. This was increased in 2018/19 to £15,000 per application and remains at that level in Year 4 (2020/21).

Additionally in Year 4, the fund was opened up to non-levy paying SME employers for the first time, who are able to access up to £5,000 to provide training that addresses their workforce skills gaps.

This document will show some of the new workshops and training courses that are available in Year 4 of the fund, 2020/21. Like the main brochure, it is not intended to be exhaustive – if you would like to discuss bespoke training please let us know.

WORKSHOPS – NEW FOR FWDF YEAR 4

Workshops are short, highly focused training courses that can be customised and contextualised to suit your specific business training requirements.

These sessions help delegates to engage with and explore a particular subject, allowing them to relate it to their job and the challenges they face. Lecturers use an experiential learning model to ensure that these sessions, while covering the theory and background, always have a “real world” impact for the participants.

All of the workshops in the main FWDF brochure are still available – new ones for FWDF Year 4 are listed below.

If your business has a specific training need that is not met by any of the workshops on offer, please let us know. We are happy to discuss bespoke training solutions that we can put in place for you.

Delivery options

Due to the current situation with COVID-19 the college will by default try to deliver training workshops online, using popular platforms including Zoom, Microsoft Teams, Google Meetings and Skype for Business.

We are happy to discuss options around “in-person” training delivery to take place either at the college or on your premises, taking into account prevailing advice from the Scottish Government and other public health bodies at the time.

INTERPERSONAL SKILLS

Workshop title	Workshop Content	Duration
Building an Effective Team using Belbin	<ul style="list-style-type: none">• Develop individual self-understanding of strengths• More effective communication between colleagues and managers• Build great teams and improve existing teams• Use the Belbin self-perception inventory• Coaching and individual feedback	3 – 6 hours

MANAGEMENT AND LEADERSHIP SKILLS

Workshop title	Workshop Content	Duration
Managing Agile Performance	<ul style="list-style-type: none">• What is Agile Performance Management?• What are the main differences between traditional and agile performance management?• Why is agile performance management important?• What skills do I need to manage agile performance?• How can I implement agile performance management to drive effective performance and increased staff engagement and productivity?	6 hours

TECHNICAL SKILLS

Workshop title	Workshop Content	Duration
Digital Marketing for Practitioners	<ul style="list-style-type: none">• An introduction to digital marketing• Developing digital marketing strategy• Content marketing• Building effective websites• Mobile marketing• Search Engine Optimisation• Social media marketing• Digital marketing analytics	3 months

FURTHER TRAINING OPTIONS

Workshop title	Workshop Content	Duration
Navigating Your Business Through COVID-19	<ul style="list-style-type: none"> • Business trends and opportunities • Remote management • Crisis management • Executive leadership • HR adaptation • Navigating COVID 	3 months
Trading with the EU post Brexit	<ul style="list-style-type: none"> • Customs Documentation requirements for trading with EU • Customs procedures for trailers/trucks moving between EU and GB • Trading legislation pre-Brexit • Trading legislation post-Brexit • What has changed plus impact • New documentation required for export (and import if required). Addition to/replacement for listed existing documentation etc. • What new rules apply and what remains the same • Green Cards for all vehicles and trailers that may be operated in the EU • Operator licences and permits • Vehicle trailer registration 	6 hours

NEXT STEPS

To make an application under Year 4 of the Flexible Workforce Development Fund, you should contact the Business Development Officer that sent you this document. They will be able to help take you through the process:

- Creation of a costed training plan based on your training needs
- Advising on the completion of the FWDF application form
- Advising on the evidence you need to provide along with your application to confirm your eligibility to apply for the FWDF:
 - For levy payers, proof from your payroll system of contributions to the Apprenticeship Levy
 - For SMEs, proof of SME status

They will then pass the completed application to the FWDF Manager for approval. From there, the FWDF Team will be in touch to get your training scheduled.

INSPIRATION – EXCELLENCE – INNOVATION

CITY OF GLASGOW COLLEGE

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