



Company Brochure

MTD Training
The Business Innovation Centre, Binley Business Park,
Harry Weston Road, Warwickshire, CV3 2TX
Registered in England No. 4345673

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About Management Training & Development Ltd

Management Training & Development Ltd (MTD) has been working with a wide variety of clients (both large and small) in the UK and internationally for several years.

We specialise in providing:

- In-house management training courses
- Open courses
- Management & leadership development programmes
- Corporate and executive coaching
- HR consulting

We provide a wide range of management training programmes and consultancy methods that will enable your managers to maximise their potential by gaining or refining their management skills.

Our team of highly skilled and experienced trainers and consultants have all had distinguished careers in senior management roles and bring with them a wealth of practical experience to each course.

At Management Training & Development Ltd we will design and deliver a solution that suits your specific needs, addressing the issues and requirements from your training brief that best fits your culture, learning style and ways of working.

Our programmes are delivered when and where you need them!

We believe that training should be fun, highly interactive and provide “real world” practical techniques and methods that you can use back in the office – and that’s exactly what we provide.



Address:

The Business Innovation Centre, Binley Business Park, Harry Weston Road,
Warwickshire, CV3 2TX

Please call us on - 0800 849 6732

Email us at - info@m-t-d.co.uk

Client List

Our trainers and consultants have worked with a variety of clients worldwide, covering a wide range of different industries and sizes.

These include:

- 118 118 Directory Enquiries
- Allianz Cornhill Insurance
- Arab Bank plc
- AR Group
- Aspire Business Solutions
- Barclays plc
- Bennett & Co
- BMW
- Birds Eye Walls
- Bradford and Bingley plc
- British Board Of Film Classification
- British Gas
- British Telecom
- Business Link South Yorkshire
- Capital One Bank
- Capita TVL
- CISCO Systems
- Claire's Accessories
- Coca Cola
- Danone Foods
- Department of Work and Pensions
- Domain Technologies
- Derbyshire Police
- District Council – Malvern Hills
- Emmetts
- European Commission
- Exxon Mobil
- Faccenda
- Fastlink
- First Group
- Ford Motor Company
- Ford Of Europe
- Friends Provident International
- Friends Reunited
- G Costa
- Geest
- Gerber Foods
- Halfords
- Heath Lambert Insurance
- Honda UK
- Hygrade
- Jaguar PLC
- Jaguar UK
- John Lewis Group
- Johnson and Johnson
- Kirklees School Effectiveness Service
- Kodak
- Learning & Skills Development Agency
- Learning Partnerships
- Leisureforce
- Lloyds TSB
- Lorien plc
- Maritz
- Marks & Spencer
- Mitchell and Butlers
- MOD – Joint Services And Command College
- Moy Park
- National Probation Service
- NEC Europe
- Nestle
- NTP Meridian
- NTP Transmit
- Opportunity Housing Trust
- Panasonic
- Peugeot
- Pfizer
- Phillips plc
- Renault Motor Company
- Roland
- Serono (Switzerland)
- Telesoft Technologies
- The Holiday Place
- Toys R Us
- Tropicana
- Unilever
- University of Huddersfield
- Waitrose
- York St. John's College
- Zen Internet

Management training courses designed around your **EXACT REQUIREMENTS** and delivered at a location and time of your choice!

Friends Provident, Honda UK, Lloyds TSB, Capital One Bank, Malvern Hills District Council, 118 118 Directory Enquiries and over 50 other companies, both large and small, have benefited from the training expertise of our staff in providing them with a tailor made training solution to meet their specific requirements.

Whether it is for a group of new or existing managers we can design and deliver a course that is centred around your exact requirements and based upon your manager's training needs.

The training can be delivered at your premises or offsite at a hotel or training centre - the choice is yours! In-house courses are usually run for 1-5 days, if you are looking for a longer management development programme these are normally run from 2 weeks to 2 years in duration.

We can help your managers to...

- ✓ Make the transition from being "managers" into "leaders"
- ✓ Tackle performance issues more effectively like lateness and poor performance
- ✓ Motivate and build their teams into high performing units
- ✓ Coach and develop their staff regularly and consistently
- ✓ Lead and implement your aggressive change agenda
- ✓ Plan out and manage their time and their workloads more effectively
- ✓ Delegate work in an empowering way
- ✓ Improve their communication and soft skills – working with others to achieve results
- ✓ Handle conflict in an appropriate manner
- ✓ Improve bottom line performance measures like sales, service and satisfaction
- ✓ Chair team meetings so that they finish on time with actionable output

Our Process

All of our bespoke training solutions are individually designed and tailored to meet your exact requirements.

"I have got some training requirements, now what?"

To give you an idea of what happens after you have made an initial enquiry here is the process that we follow from your initial training requirement through to the completion of your programme.

1. Your Initial Requirements



Think about what you would like in your course and what skills you would like us to cover.

2. Contact Us With Your Requirements



Call us, email us or complete our online form with what you would like to accomplish and achieve with your training event.

3. Finalising Your Training Needs - The Proposal



We may ask for some further information from you and then we will design a course or programme that is centred around your needs for you to review.

4. Schedule Your Training



Once you are happy with the proposal and that MTD are the company for you we will schedule and book your training event.

5. Course Delivery



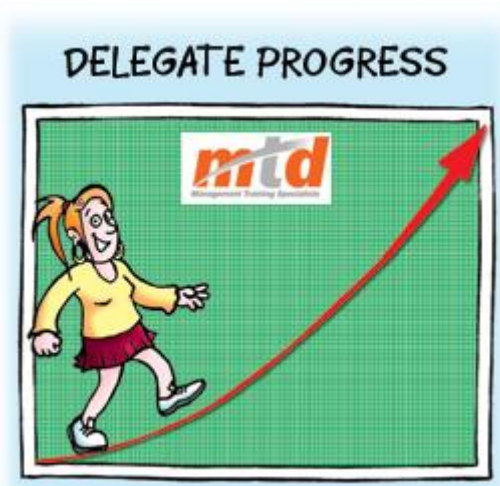
Your course will be delivered by a highly skilled and experienced trainer who specialises in the training requirements that you are after.

6. Post Course Feedback



To enable you to determine the effectiveness of the training we will report back on the feedback from the course and we can also provide feedback on individuals which can then be used to help their ongoing development.

7. Post Course Evaluation



Was the training worth it? That is a question that many organisations are under pressure to answer. If required, we can help you to determine the success and effectiveness of your training by reviewing the progress of the delegates throughout the course, immediately after the event and also ongoing at regular intervals – all as part of the service.

8. Post Course Support



After the course has been delivered the real work starts! This is when your staff will be implementing what they have learnt. Each delegate will have unlimited lifetime access to their trainer through email and the telephone for any help, guidance or advice that they might need

7 Reasons Why You Should Choose MTD For Your Training Requirements

1. We Provide Custom Designed Solutions Centred Around Your Training Needs

We offer a comprehensive service whereby you are able to discuss your training requirements with a dedicated training expert, who has the knowledge and the experience to design a custom made event that will completely meet your needs and objectives.

We also offer a variety of pre-course assessments about the specific training requirements of your delegates, as well as post-course evaluations covering what they have taken away from the training and gathering feedback about their training experience.

Most organisations are under pressure to determine the effectiveness of their training events and we are positive that your company is not an exception.

Therefore we offer a range of tools and assessments, including a 360° in-house evaluation system that will enable you to answer the question "Did the training work?"

2. Our Courses Are Rated 9.2 Out Of 10 On Our Feedback Forms And 100% Of Our Clients Say That They Would Use Us Again

The proof of the pudding is always in the eating as they say and we are very proud of the standards and quality that we set for our training and consultancy services.

Therefore, we are delighted that our hard work and commitment to excellence has been evident in the feedback that we get from our clients and delegates.

So much so, that after delivering thousands of days worth of training each and every year for the past several years, our courses are rated on average 9.2 out of 10 and 100% of our clients say that they would use us again!

We aim to keep raising the bar and setting higher and higher standards in the world of training and development.

3. The Very Best Trainers

Only the very best trainers will facilitate your event.

Each of them have been hand selected based upon their skills and experience, their standing in the industry, the range of alternative delivery methods that they have and also on their ability to deliver compelling, vibrant, fun and effective courses.

We believe that learning should be fun and effective. When the two go hand in hand you create a powerful learning experience that will remain with the delegates way beyond the actual event itself.

We adopt a policy of continuous improvement with all of our trainers.

We invest heavily in all of our trainers' skills and abilities and in the very latest learning and development techniques, to ensure that our courses remain cutting edge at all times.

4. Unlimited Post-Course Email & Telephone Support



Something that we believe strongly in is the ability to help your delegates implement and develop the skills that they have learned into their everyday working lives. To that end we offer unlimited amounts of post-course email and telephone support from your course leader.

If any delegate needs some advice or guidance on a work related issue they can email or call us for some personal tuition, tips and techniques to use – this comes as standard with every course and there is no additional charge. Each delegate will be issued with a unique email address and telephone number to use for this service that will be routed to our administration department.

They will ensure that your email/call will be answered promptly and with the level of information that you are after. Our service level promise to you is to get back with some answers and advice within 24 hours – this is usually achieved a lot sooner.

5. Value For Money

Our courses start from as little as £895 per day for in-house training. This provides incredible value for money especially when you bear in mind that the cost includes:

- All of the preparation time required in order to gather your requirements and to get an understanding of your training needs
- The time and expertise required to design and develop your bespoke course
- The delivery of your event by a highly experienced and specialised trainer
- Top quality course materials, manuals, handouts, assessments etc
- Lifetime unlimited email and telephone support after the course
- Providing feedback on the success of the event and on individual training development needs
- Course certificates

From the list above you can see that **we offer amazing value for money.**

Running an in-house event based upon the same training needs is very cost effective for you and your company and saves you time, energy and a lot of money in sending delegates to open courses separately.

As a general rule of thumb if you have 3 or more staff with the same training requirements you will save money by running an in-house event.

6. Our Delivery Methods Ensure That Each Event Is A Success

Learning is all about remembering.

To make our courses and the content memorable for all of our delegates, we use a wide variety of delivery techniques. These techniques are specifically designed to enable our delegates to have an enjoyable learning experience, one that will remain with them long after the event itself.

7. We Deliver Results

The way that we deliver our courses are all geared towards improving performance and getting measurable results for your managers and team leaders.

To that end we are proud to receive hundreds of client comments. Here are a few of them to give you a flavour of what we are all about as a company.

“MTD were there for us from day one, they listened to what we wanted, made sure that it was what we needed and delivered to a very high standard”

“MTD’s Leading High Performance Teams Programme exceeded our needs at every stage from the energy and polish of the original pitch, through delivery, coaching sessions and clear ROI. They kept or exceeded their promises at every level.

MTD proved themselves from day one. Success in being selected to provide what was for us a big investment in our staff was very definitely not the end of the process for them but rather the start.

They put immense effort into working with us to truly understand our needs and the individual needs of the delegates.

Once the programme had started they continued to adapt, tailor, re-write and adjust the programme to continually meet our changing needs. As wider needs made themselves apparent they worked in what must have been a very tight schedule for them, to meet these needs.

In the period of the programme they also provided "Analysing Development Needs" and "Coach the Coach" sessions which were identified as being needed to support the delegates. Delegates came to see Mark and Sean as friends who would support them.

The completion of the course was not the end of the relationship; Team Managers looked to Mark and Sean to advise them with queries about their case studies and daily issues that they are facing, the Learning & Development staff use MTD to provide them with guidance and support on training related queries and the website information is used by a range of staff. If I was to summarise why MTD were so good it would be very simple.....they were there for us from day one, they listened to what we wanted, made sure that it was what we needed and delivered to a very high standard”

Lesley Callister – Training Manager – Friends Provident International

**"I would definitely recommend MTD to others
as a training partner without hesitation..."**

"I chose MTD as one of our training partners because they really give you the personal touch with their training and it is all centred on the needs of our business and the specific needs of our colleagues. The first thing that struck me was the relationship side of things. It was a true partnership and their trainer would often stay behind to give recommendations to myself and my training team.

Overall, MTD offered excellent customer service and nothing was ever too much trouble for them. I have enjoyed working with MTD and would definitely recommend them to others as a training partner without hesitation"

Gillian Ince - Training & Resourcing Manager - Claire's Accessories UK

**"The programme content has been informative,
interactive, fun and has been well received..."**

"I have no hesitation in commenting on the Management Development Programme that has been delivered here at Malvern by Mark Williams. Mark is very professional, enthusiastic, and dedicated. The programme content has been informative, interactive and fun, has been well received, and has more than adequately met our high standards of expectation"

Tina Beckett - Learning & Development Officer - Malvern Hills District Council

"The course was exceptional..."

"The course was exceptional. What I liked about it was that it was very good information, funny, affirming (as individuals and as a group), practical and has benefits far beyond the content. The facilitation was excellent. Thanks for all this. You are an exceptional person Sean and it was great being on the course"

Susan Grant - Manager - Duni Group

"The best course I have ever been on..."

"I have worked for Ford for 30 years and without doubt this was the best course I have ever been on"

Hugh Foley - Manager - Ford Motor Company

"Learning was an enjoyable process..."

"Thanks to the trainer's wonderful tips, techniques and his humour and approach I was able to understand what I needed to do back in the workplace to run effective meetings. The practical exercises were fun and I really got some meaningful learning out of each one - he had the uncanny knack of being able to make learning an enjoyable process for the whole 2 days. Thanks!"

Ian Dobson - Communications Manager - Lloyds TSB

"Enabled me to work on my weaknesses as a leader..."

"The sections on coaching and managing conflict were excellent. The module enabled me to learn how to develop my team members and also work on my weaknesses as a leader. The course met my needs completely"

Julie Parris - Team Leader - Pfizer Ltd

"I wouldn't have any problems recommending the course..."

"Thanks for the course, it was great. Rest assured, I wouldn't have any problems recommending the course to my fellow managers. I found it extremely useful and thought provoking and thought Mark was a great facilitator and tutor"

Garry Cochrane - Account Manager - Fine Ltd

"The course made me think about myself..."

"The course was very informative. It made me think about myself and my staff and how I need to change as a manager. It had great content and covered all of the key topics"

Robyn Fitzgerald - Payroll Manager - The Number 118 118 Directory Enquiries

"Was exactly the insight and catalyst I needed..."

"I had a really great time and it will be really useful going forward. Was exactly the insight and catalyst I needed to step up my game. A very good course"

Steven Wyer - Data Governance Manager - Capital One Bank

"There were no switch off spells..."

"There were no switch off spells as the course was excellent. The presentation style was both friendly and humorous. I now have a method of structuring my management style and have a great understanding that different people need to be motivated in different ways"

Bakhtiar Hanan - Head Of Buying - Videogames - Toys R Us

"Well organised, well structured..."

"I really enjoyed the course. It was well organised, well structured and the information was covered clearly and practically with great examples"

Donna Mahoney - Team Manager - Opportunity Housing Trust

"He had the whole room's attention..."

"I found Mark to be an excellent communicator. He clearly knows his subject having studied it for over 20 years! His style was both informative and fun and he had the whole room's attention"

Judy Clarke - Defence Academy - Joint Services Command & Staff College

Contact Us Today To Discuss Your Requirements

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www.m-t-d.co.uk

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info@m-t-d.co.uk