

Training Courses

Management Development Programme

Traineeships

Traineeships

The traineeship programme aims to increase the representation of Black and Minority Ethnic groups in professions, to ensure that they broadly reflect the communities they intend to serve.

A traineeship can be up to 3 years depending on the industry/sector or the size of the organisation and the role, however placements with small/medium enterprises (SMEs) can be from 6 months upwards with respect to their needs. In any case, PATH National will help you to identify a vacancy, where the individual will gain genuine experience and enter the profession at an appropriate level.

We will also advise on and assist the company in developing a work programme. It will encompass professional, academic and personal development of the trainee to reflect the organisation's standards.

The trainee will spend 4 days a week following the work plan with their 'work placement provider' and one day a week at a local college or university undertaking a professional qualification relevant to their chosen career. In some instances there will also be an option to undertake distance learning.



Entry Requirements

These will be dependant on the organisation and the role. PATH National will be happy to assist with drawing up a role profile and person specification for the traineeship.



The key elements of a Traineeship

Management

Path National will manage all administrative processes. This includes assigning a Personal Advisor (PA) to monitor and mentor the trainee (every 6 – 8 weeks), liaise with placement supervisors and the college/university on a regular basis.

Recruitment & Selection

We will advertise the traineeship using the most appropriate medium, including our website. All applications will be screened and short-listed by our recruitment team. They will

endeavour to recommend 3 – 6 candidates (per traineeship) for an interview.

Trainees

Whilst on their traineeship, the individuals will be granted day release every week in addition to their holiday entitlement to attend college/university. As a trainee they will gain practical work experience, study towards a formal qualification(s) and, on recommendation from their Personal Advisor, participate in/attend PATH National's complementary in-house personal development courses.



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Management Development Programme (MDP)

The programme is targeted at professionals who are in or wish to progress to middle or senior management roles.

In pursuance of the aims in our mission statement, our work targets Black and Minority Ethnic groups, however we also offer customised programmes to meet the needs of all staff.

Each MDP student undergoes a 'Training Needs Analysis', so that we can advise them of our 'One Day Personal Development' courses they should attend (these are complimentary), in order to maximise and compliment their learning experience during the programme.

We currently offer three levels of MDPs:

Advanced Diploma in Management Studies (ADMS)

Diploma in Management Studies (DMS)

ILM – Level 3 Certificate in First Line Management (Introductory/Full)

All programmes are skills based and therefore tailored to be industry or sector specific.

The ADMS and DMS courses are delivered over one year and are run on a fortnightly basis.

The Level 3 ILM Certificate in First Line Management runs for 9 (introductory certificate) or 20 (full certificate) courses, with each course running for 1 day.

All programmes cover various topics, including:

Financial Management • Human resources • Report Writing • Operations • Marketing • Information Management • Leadership skills • Strategic Management • Planning

The aim is to encourage the students to develop a number of skills, for example:

Assertiveness • Report Writing • Decision Making • Research • Effective Communication • Strategic Planning

The DMS/ADMS programmes involve a weekend residential period each year.



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Entry Requirements

All applicants must be working towards or currently hold a managerial position and successfully complete an interview with a member of the programme team. Specific entry requirements vary for each particular programme; please contact us for more details.

The key elements

Management of the Scheme

The training is managed by PATH National and delivered in partnership with a relevant college or university. We undertake a mid-course review and evaluation, which includes feedback from students, mentors, the employing organisation and the college/university.

Selection Procedures

PATH National carries out all of the administration for the selection process of entry onto the MDP courses. All applicants will be required to complete an application form and undergo an interview process, through which their level and aptitude will be assessed, before they are able to be admitted onto the programme.

Candidates

The candidates will continue to be employed by their organisation and will be granted day release every fortnight, in addition to their normal holiday entitlement. Whilst on the MDP course the students undertake projects which will relate to their role and fulfil the needs of the organisation.

Mentoring

PATH National will arrange for the students to be mentored by experienced managers, with relevant industry/sector background. The mentors are recruited to provide invaluable advice/guidance to the mentee(s). There are strict guidelines for the mentors and the level of involvement we expect from them. The mentors are not available to assist in the students' workload.



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To request further details please call 020 7001 2000
or email generalinfo@pathuk.co.uk

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PATH One-Day Development Courses

Path National Ltd. offers one-day development courses to organisations. These courses equip delegates with the personal and professional skills necessary to empower them to effectively carry out their jobs. The courses cover a range of areas such as:

- ICT Skills
- Personal Development e.g. Interviewing Skills, Public Speaking, Leadership Skills and Career Management
- Organisation specific e.g. Managing Change, Customer Service and Dealing with Anti-social behaviour

All Path courses are run by experienced professional trainers and consultants.

Path National also offers courses covering specialist areas such as:

- Planning Law and Practices
- Housing
- Construction

The above can be designed to cover new issues or as refresher courses.

If you require Path National to create a course tailored to meet the specific needs of your organisation, please contact us for a quote and further information.



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Diversity and Equality Training

Path National Ltd. has over 20 years experience in the field of diversity and equality. If you require training regarding the new equality and diversity legislation; managing the diversity of your employees; or if you are looking to diversify your workforce in order to reach your business potential, Path National can deliver comprehensive training geared to suit your organisation, whatever your needs.

The equality and diversity training courses we offer include:

- Equal Opportunities and Diversity - A Guide to the Legal Requirements
- An Introduction to Equal Opportunities
- Diversity Training for Managers
- Cultural Awareness and Understanding
- Cross Cultural Communication

Prices (excluding VAT):

Standard rate: from £110 per person

Charity/Small Business (50 staff or less) rate: from £75 per person

**For further information or to book a course for your staff/organisation please contact
Danielle Pillay, Business Development Coordinator on 020 7001 2000 or email
danielle@pathuk.co.uk**



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