



# SEMINARS & BESPOKE TRAINING

*Pro-Ex Development Ltd*

**PRO E<sup>x</sup>**  
TURNING PRINCIPLES INTO PRACTICALS

# PROFESSIONAL EXPERT DEVELOPMENT

## *session formats*

### DELEGATED SEMINARS

Seminars we deliver with delegates invited to attend one of our sites

### IN-HOUSE TRAINING

Seminars we deliver with a staff team/group at their location

### ORGANISATIONAL ASSESSMENT

A collaborative diagnostic review of your organisation or team, to find if and where training is needed and develop solutions to address these

### BESPOKE TRAINING

Usually following an Organisational Assessment, this is a tailored seminar delivered to address organisational needs

Pro-Ex offers a range of professional development opportunities, allowing us to better meet your needs.

Contact us to arrange for this seminar to be delivered at your premises with your team in a way that produces value that expertly capture the company needs.



**PRO-EX  
SEMINARS**

# ENHANCING ASSESSOR PRACTICE

## COURSE CONTENT

In the session we will be covering:

- Teaching and learning at a quality level to enhance frameworks and prepare for standards
- Practical ways to engage and motivate learners to complete tasks consistently
- Managing a large/ difficult caseload to timely completion by using holistic and integrated approaches
- Best practice across trainers and providers to set and achieve smart assessor goals.
- Introduction to FLIP learning.

## PRO-EX SEMINAR

This session counts towards the annual CPD requirement that trainers and assessors need in order to provide the best assessment and training for their learners - as well as learn practical ways of motivating and coaching learners through to completion.

You will receive specialised training and support that ties the principles of assessment practice whilst balancing the reality of teaching and training in a changing landscape and under the pressures of a competitive and demanding occupation.

## WHO SHOULD ATTEND?

This training is for trainers, assessors and deliverers in apprenticeships and work-based learning. This is an ideal and pertinent professional development exercise for anyone delivering frameworks or the new standards.

This will also be suitable for assessors recently completing their TAQA awards; as well as those who completed their A1 or D32/33 and are keen to further develop their practice to meet the needs of the changing sector.

# CHOICE CURATION AND DECISION MAKING

## PRO-EX SEMINAR

Pro-Ex's unique and effective seminar will revolutionise the way you make the important decisions that travel up and down the company chain.

Before making key decisions of any level of importance; it is vital to have a clear understanding of what the choices are and the permutations that come along with them. This training provides the methodology behind discovering and assessing the full range of options that deliver value to your business.

Pro-Ex courses will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## COURSE CONTENT

In the session we will be covering:

- Cultivating the environment for decision makers to make the right choices at the right times for your company.
- Balancing delegation, responsibility and staff autonomy
- Empowering teams to make the right choices and determining the boundaries of such authority.
- Creating consistency of decision making throughout the organisation

## WHO SHOULD ATTEND?

This training is for anyone on the senior team who is responsible for managing people and/ or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.



# MICROSOFT OFFICE MASTERCLASS

## PRO-EX SEMINAR

Our MS Office Masterclass is a course designed for those who would like to learn the most effective ways to make their combined use of the MS Office software package.

We will go from covering what ALL the core functions of the programs are to and will show you how best to tackle any work task using the MS Office programs. We will also focus on several shortcuts, tricks, and pro tips (relevant all PC & Mac versions within the last decade).

Developed by our dedicated and experienced MS Office trainers, this hands-on course will provide learners with the opportunity to work on a project from start to finish, with access to invaluable tips..

## WHO SHOULD ATTEND?

This course is designed to cater to a group of employees, or individual attendees. Course attendees should be frequent Office users and have some knowledge & experience of working with MS Office (for PC or Mac).

## COURSE CONTENT

In the session we will be covering:

- Keyboard Shortcuts
- Learning all functions on the toolbar
- Embedding documents
- Saving, formats & compatibility
- Mail merging
- Conditional formatting
- Protecting worksheet
- Sort/filter
- Freezing panes
- Distribution lists
- Flagging & Categorising messages
- Smart folders
- Creating rules
- And much more...





# WORKFLOW MANAGEMENT AND PROJECT PATHWAYS

## PRO-EX SEMINAR

Drawing from renowned theorists and literature, working effectively is a well discussed and fairly standard aspect of training given to professionals. This course adds real value by applying practical solutions to workflow problems. Particularly as workload increases beyond sociable working hours.

Pro-Ex courses will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## WHO SHOULD ATTEND?

This training is for anyone on the senior team who is responsible for managing people and/ or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.

## COURSE CONTENT

In the session we will be covering:

- Finding the optimum flow of work functions throughout your company
- Designing, analysing and scenario planning in strategic context
- Strategic forecasting

# MANAGING MANAGERS & TOP-TIER GOVERNANCE



## PRO-EX SEMINAR

This training is essential for any person with responsibility or those managing resources within a company. Managing managers, supervisors and team leaders is a balancing act which can bring forward tremendous yield from relatively small changes to approach. Working smarter and not harder is never more pertinent than when it comes to this aspect of human resource management.

Pro-Ex courses will provide you with industry wide expertise & the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make big differences.

## OVERVIEW

This session counts towards the annual CPD requirement that trainers and assessors need in order to provide the best assessment and training for their learners - as well as learn practical ways of motivating and coaching learners through to completion.

You will receive specialised training and support that ties the principles of assessment practice whilst balancing the reality of teaching and training in a changing landscape and under the pressures of a competitive and demanding occupation.

## COURSE CONTENT

In the session we will be covering:

- Managing the SLT to produce consistent results in line with the overall strategy
- Understanding the function and requirements of good governance
- Moving away from firefighting to value addition in management
- Optimising utility of middle-management

## WHO SHOULD ATTEND?

This training is for the executives and senior staff responsible for setting the culture, strategy and working ethos of a company or department.





# MAXIMISING PRODUCTIVITY WITH OPTIMUM TECHNOLOGY USAGE

## PRO-EX SEMINAR

Often productivity is halted and slowed through the use of ineffective systems and processes. This programme shows how you can use technology to make tweaks, changes and updates to these processes which in turn can massively improve productivity of an organisation. This can change tasks and projects that are cumbersome and slow into rapid and effective activities, and much of this can be done through effective use of the software that is already at our disposal.

Pro-Ex courses will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## WHO SHOULD ATTEND?

This training is for anyone on the senior team who is responsible for managing people and/ or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.

## COURSE CONTENT

In the session we will be covering:

- Making productivity a feature of each staff members job description
- Efficient performance management using technology
- Continuous improvement of business productivity

# TEAM BUILDING

## COURSE CONTENT

In the session we will be covering:

- Team theory and characteristics of successful teams
- Better understanding each other's job roles and responsibilities
- communication with clarity or with clear instructions
- Key theories and helpful practices in Team Building
- Personal Improvement Plans
- Advice and practical resources

## PRO-EX SEMINAR

Our seminar is designed to help teams better develop a clear understanding of what it is they are trying to achieve whilst focusing on further team improvement.

We look at the issue of leadership within the team and if/how this can be improved in day-to-day practice. As well as the importance of supporting the leaders of the team through honesty and strong communication.

Helping the team to value team differences and learn how to make the most of the skills, abilities and styles. Specifically highlights what individuals are willing to work towards for the betterment of the team.

Identifying the important team processes, where there can be improvements and what can be done to ensure the processes are working for the team rather than the other way around.

Improving Team Communication and helping the team focus on the importance of everyone having input, being heard and being open and honest.

## WHO SHOULD ATTEND?

This training is for team members and team leaders, Whether you have a new team, new additions to an existing team or you need a refreshing approach to how your team performs.



**PRO-EX  
PREMIUM  
SEMINARS**

# WOMEN, EMPOWERMENT AND EQUALITY IN THE WORKPLACE

## COURSE CONTENT

In the session we will be covering:

- What are some of the common issues faced by women in the workplace?
- How are these concerns reflected in observable data?
- What are some of the barriers preventing further progress from being made?
- What is the impact on business outcomes and successes?
- What can we do to better empower women and create a more equal, high functioning workplace?

## PRO-EX PREMIUM SEMINAR

Great strides have been made in creating equality for women in the workplace. Much has been said about issues such as gender pay gaps and/ or sexual harassment and how to combat this.

However, as much progress has been made, there are still many areas which require work, and several issues which are swept under the rug, not featuring in common social and professional discourse.

Conversely, many employers and establishments are noting the benefits of a more inclusive and equal workplace reflecting the needs and direction of a changing society.

Pro-Ex Development has produced a seminar which shines further light on some of the areas which still need to be reckoned with. The seminar provides employers with knowledge and options to present the best conditions for their female workforce. It also presents employees with potential solutions to empower themselves, to the benefit of everyone involved.

This is an essential course for any and all professionals who have a stake in achieving equality of opportunity in the workplace.

**That means everyone.**

# TRANSFORMATIONAL LEADERSHIP AND THE MANAGEMENT OF INTERNAL POLITICS

## PRO-EX PREMIUM SEMINAR

Book yourself onto a course which goes beyond the conventional trends of leadership and management (two concepts often thrown together), but with a vast array of interpretations and administration.

Using a 360, practical and easily identifiable approach; this training focuses on the transformational impact of quantifiable leadership and the management of the challenges that are produced on that path.

This course will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## WHO SHOULD ATTEND?

This training is for anyone on the senior team who is responsible for managing people and/or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.

## COURSE CONTENT

In the session we will be covering:

- Tackling the top challenges faced by leadership in business
- Leadership as a culture AND facilitator of business goals.
- Embracing valuable conflict and empowering constructive challenge.
- Practical ways to transform departments and manage change effectively whilst maintaining ongoing business functions
- When and how to remove, hurdle or navigate around internal barriers to meeting leadership goals.

# TASK MANAGEMENT & EFFICIENCY NAVIGATION

## PRO-EX PREMIUM SEMINAR

Sometimes success is a journey and not a destination. If the cost of the road travelled is higher than the reward obtained, then there has been a mismanagement of the process. Strategic planning and the ability to route and re-route are brought to attention in this course.

This Pro-Ex seminar will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## WHO SHOULD ATTEND?

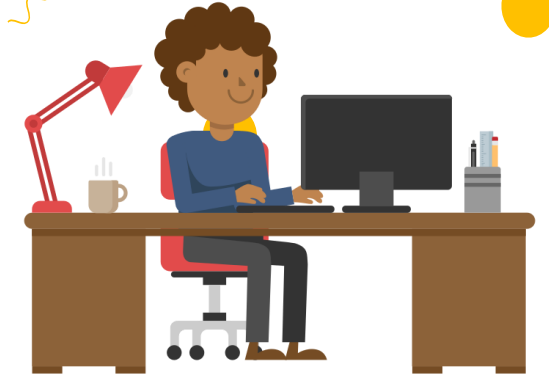
This training is for anyone on the senior team who is responsible for managing people and/ or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.

## COURSE CONTENT

In the session we will be covering:

- Empowering staff to prioritise tasks effectively
- How to manage tasks that work through multiple teams and/ or personnel
- Streamlining business functions, operations and tasks to maximise proficiency



# PROFIT MARGIN EXCEPTIONALISM

## PRO-EX PREMIUM SEMINAR

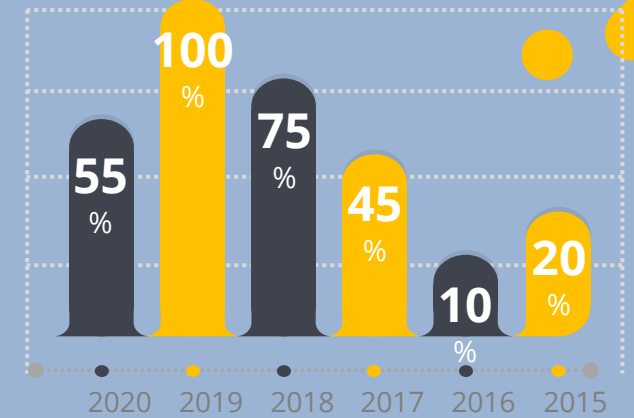
Profit is one of the key drivers of any business function, whilst return on investment is what separates an idea from a successful and thriving business. While it can be easy to focus on generating multiple income streams and increasing revenue, it is imperative that the margin on each area of work is being carefully considered to take a business' profitability to the next level.

Pro-Ex courses will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## COURSE CONTENT

In the session we will be covering:

- Strategising making the most margin per pound whilst not skimping on value for your customer.
- How to find the hidden margins and bring them to the forefront-making each process more profitable.
- Cashflow profitability analysis- finding the value in your expenditure
- Embedding cost efficiency through the company value chain
- Understanding Revenue Exceptionalism vs Profit Exceptionalism and the pros and cons of both



## WHO SHOULD ATTEND?

This training is for anyone on the senior team who is responsible for managing people and/ or the processes that affect them.

This will also be suitable for aspiring leaders and the people who are identifiable as such by management teams. Those whom intend to have a positive impact of the culture and efficiency of a business.

# CLIENT ENGAGEMENT AND RESPONSE

## PRO-EX PREMIUM SEMINAR

In business it is essential that value is effectively delivered to the consumer. Right throughout the value chain there ought to be a clear, coherent and coordinated approach to ensuring that this is done in the most effective way possible. This training will equip each attendee with the principles and practicalities behind making their stop in the chain full value.

This course will provide you with industry wide expertise and the underpinning knowledge to reinforce your strategic strengths whilst offering practical solutions to the challenges that make the big differences.

## WHO SHOULD ATTEND?

This training is for managers and leaders in organisations as well as those on the front line of customer engagement.



## COURSE CONTENT

In the session we will be covering:

- Establishing an engagement vision
- Redefining the value chain
- Fostering viral marketing and gamification
- Practical ways to engage with the marketplace whilst consistently communicating value.
- How to respond to the outcomes of all the above in a consistent, achievable and sustainable manner.



# PROFESSIONAL EXPERT DEVELOPMENT

## About Us

Pro-Ex Development is a specialist seminar company, drawing from several years of experience in management, staff development, teaching and training. Pro-Ex combines, core development principles with practical real-world application to deliver superior professional development progression.

### **Our sectors and service areas**

- Corporate and large enterprises
- Small and medium sized enterprises
- Education and training
- Health and social care sector

## Our Ethos

We believe that this approach will lead to true learning experiences of value and will be the future of seminar delivery, corporate external staff development and that this format will grow to become the new industry standard of seminar excellence. Our business model is focused on quality and refinement such that the impact on our service users is always of high value and represents a clear return on investment.



Contact:  
[info@proexdev.co.uk](mailto:info@proexdev.co.uk)



THANK YOU

PRO E<sup>x</sup>

TURNING PRINCIPLES INTO PRACTICALS

[info@proexdev.co.uk](mailto:info@proexdev.co.uk)