

# Roofing Training for Roofing People by Roofing People



<b>Leadership &amp; Management</b>					
<b>Subject</b>	<b>Content</b>	<b>Duration</b>	<b>Who Should Attend</b>	<b>Learning Outcomes</b>	<b>Of Interest</b>
<b>Action Centred Leadership</b>	The principles and practice of Achieving the Task, Building the Team and Developing Individuals.	2 days	All levels of management.	Planned leadership approaches and practices.	✓
<b>Principles of Leadership</b>	Introduction to a wide range of leadership approaches inc. Adair, Blanchard, Covey and the Leadership Trust.	1 Day	Directors & Senior Managers.	An awareness of the range of Leadership approaches.	
<b>Strategic Leadership</b>	Visioning, Business Objectives, Strategic Planning, Discovering the Future and Succession Planning.	1 Day	Directors & Senior Managers.	Taking charge of your company's future.	
<b>The Supervisor as a Leader</b>	The role of the supervisor as a leader and team builder.	2 days	Experienced supervisors with no prior training & new supervisors.	Establishing the importance of effective practices.	
<b>Managing Your People</b>	Handling Discipline, Grievance, induction, training plans, absence management, counselling & motivation.	1 day	Experienced managers with no prior training & new managers/supervisors.	Establishing sound people management practice.	
<b>The 7 Habits of Highly Effective People</b>	The Signature Programme in developing the principled habits which drive individual, team and organisational goals.	3 days	Directors & Senior Managers	Discover the effectiveness of adopting Stephen R Covey's 7 Habits.	
<b>Effective Team Building</b>	Examination of effective approaches to what makes a team work well in any situation.	1 day	All levels of management.	Develop proven team building approaches.	
<b>Running Effective Performance Appraisals</b>	Discover what makes an effective performance appraisal system.	1 day	Directors & Senior Managers	Establish sound policies & practices which improve the individual and the company.	
<b>Setting Objectives</b>	What are objectives and how can we get people to achieve them.	1 day	Directors & Senior Managers	Establish sound tools and techniques to drive the individual, team and organisation to new levels of achievement.	

## **Communication Skills**

<b>Presentation Skills</b>	What are the key steps involved and how can they be mastered and sustained?	1 day	Directors & Senior Managers	A structured approach, confidence for presenters, and a professional image for your company.	
<b>Facilitation Skills</b>	The nature of the facilitator role. The tools and techniques required.	1 day	Directors & Senior Managers	How to engage people in a group and utilise group knowledge to develop a synergistic solution.	
<b>Coaching &amp; Mentoring</b>	Difference between coaching & mentoring, structured approaches, links to sports coaching.	1 day	All levels of management	From apprentices to future directors and from graduates to succession planning – proven courses of action	
<b>Strategic Partnering</b>	How to effectively develop collaboration and not confrontation in the supply chain or key customer.	1 day	Directors & Senior Managers	Developing the strategic business opportunity and building a sustainable, long term commitment through developing and practicing agreed KPIs and values throughout all projects and undertakings through establishing Win-Win.	

<b>Team Briefing</b>	The most effective way of creating understanding throughout your organisation and developing leadership.	1 day	Directors & Senior Managers	What is a structured approach to ensuring that everyone knows what is happening within your organisation and the disciplines required for sustainable success.	
<b>Tool Box Talks</b>	Critically important skill for contract/project/site managers in ensuring focus and prioritisation during a project.	1 day	All levels of management.	Skills required and understanding of why they are required. Putting together the Toolbox Talk.	
<b>General Managerial Skills</b>					
<b>Time Management &amp; Self Organisation</b>	Unless you can organise yourself, you cannot organise others. Where does the time go, the four quadrants of time, monthly, weekly & daily planning.	1 day	All levels of management.	How to schedule time and determine priorities and maintain a work-life balance. How to successfully meet your commitments to customers, suppliers, colleagues and your family.	
<b>Roles &amp; Goals</b>	The importance of clear roles and responsibilities with a framework for action. Examination of role definition linked to staff appraisal and effective goal setting.	1 day	Directors & Senior Managers.	How to establish effective roles for your person that link their achievements to business objectives and lays the ground for staff appraisal.	
<b>Problem Solving Skills/Flow Processing</b>	Structured approaches to gaining a common approach to the solution of problems and gaining consent and cooperation. Establishing factual evidence to support your case.	1 day	All levels of management.	Producing flowcharts of problem situations. Identifying where the problem(s) lie and gaining consent from colleagues to a mutually beneficial situation.	
<b>Running Effective Meetings</b>	Chairing, participating and handling problem behaviours. Leadership of the meeting, effective agenda management and understanding behaviour at meetings.	1 day	Directors & Senior Managers.	The skills of setting objectives, preparation and conduct of meetings will be enhanced. The handling of the range of behaviours is a key to effective decision making.	
<b>Effective Recruitment</b>	The 'big picture' of recruitment and where it fits into the business. What is job analysis and why use it. Recruitment strategies, processes and skills.	1 day	Directors & Senior Managers.	Confidence to approach the critically important task of recruiting the 'best fit' for your company.	
<b>Customer / Supplier Relationships</b>	Identifying and understanding our customers' requirements. What are the barriers to effectiveness and how should we dismantle them. Developing synergistic relationships.	1 day	Directors and Sales / Business Development professionals.	Understanding customers' requirements using empathic listening and developing awareness to the barriers. Building winning relationships and tackling common pitfalls.	
<b>Employment Law</b>	Exploring and understanding your legal obligations in terms of employment contracts, discipline grievance, equal opportunities, discrimination and other critically important legal requirements.	1 day introduction followed by agreed sessions on the key requirements to meet your business needs.	Directors & Senior Managers.	Ability to grasp the fundamentals of employment law and its impact on your business. Template approaches for you to apply within your own business.	

### Accredited Courses

<b>Institute of Roofing</b>	Licentiate programme to develop your people's competence and confidence in the roofing industry.	13 days spread over 12 months.	All levels inc. roofing operatives who wish to develop their careers.	Examination to assess understanding and application of learning points. Licentiate membership of The Institute of Roofing.	
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### Technology & Site Control

<b>Thermal insulation: avoiding the risks</b>	Regulatory requirements for thermal insulation; the need for air tightness/ ventilation and the practical risks associated with installation.	1 day	Specifiers, designers, site supervisors.	Increased awareness of building regulations, thermal bridging and condensation issues.	
<b>Moisture issues in buildings</b>	Understanding and resolving moisture issues in buildings – water penetration, condensation, guttering and services. Why are so many roof issues wrongly diagnosed ?	1 day	Surveyors, specifiers, site supervisors.	Be better equipped at understanding and providing effective solutions to moisture issues.	
<b>Programming and planning</b>	The 'Dummies' guide to planning and programming techniques, an introduction to Microsoft Project.	1 day	Site supervisors, procurement managers, specifiers.	Improved planning and prediction of resources. Better manage fluctuations in resources.	
<b>Roof surveying</b>	Measure, monitor and record roof condition. Identify typical defects and prepare effective remedial specifications.	1 day	Surveyors, specifiers, site supervisors.	Better understanding of roofing issues and effective remedial measures.	
<b>Sustainable roofing</b>	Environmentally sensitive specification application and disposal of roofing materials/ system. Current legislation	1 day	Site supervisors, procurement managers, specifiers.	Increased awareness of sustainability issues, to enable compliance with current and future regulation.	
<b>Roofing developments</b>	Changes in key roofing Standards (BS 747, BS 5250). Breathable roofing construction. Green roofs.	1 day	Specifiers, designers, site supervisors.	Update on recent and forthcoming roofing developments.	

### Consultancy

<b>Customised Training Programmes / Dedicated Consultancy for Your Company</b>	For larger companies customised training programmes can be developed to meet specific needs. Alternatively, you may require assistance with training needs analysis / HR planning advice.	Days to be agreed.	Direct input and assistance with strategic planning, operational scheduling and delivery of learning & development programmes.	Initial preparation of your training programmes and HR planning supported by dedicated coaching and mentoring of one of your in-house team for the future.	
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