

## Eligibility and Equal Opportunities

These courses are available to employees of SMEs that are based in the D2N2 area (Derby, Derbyshire, Nottingham, and Nottinghamshire). SMEs are defined as:

- ▶ having less than 250 employees
- ▶ annual turnover under EUR 50 million or;
- ▶ annual balance sheet less than EUR 43 million

Although the courses are open to all people working in eligible SMEs, we aim to support:

- ▶ employees aged 50
- ▶ employees with disabilities
- ▶ Black, Asian, and Minority Ethnic (BAME) staff
- ▶ those who have previously missed out on traditional educational opportunities

This project is part-funded by the European Social Fund (ESF).

**All employees will be offered a free online Sustainability course to inform them of their own personal responsibility to reduce everyday carbon footprint, and looking at 6 Rs of Sustainability.**



For more information  
please contact:  
**SAIL@wea.org.uk**

Supported by



European Union  
European  
Social Fund



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The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).

# Smart and Inclusive Leadership Project (SAIL)

[wea.org.uk/SAIL](http://wea.org.uk/SAIL)



**WEA**  
Adult Learning  
Within Reach



**As part of the Smart And Inclusive Leadership (SAIL) Project, the WEA can support the employees of small and medium sized enterprises (SMEs) based in the Derby, Derbyshire, Nottingham and Nottinghamshire (D2N2) area with a range of bespoke training packages.**

These courses are aimed at supporting employees with their own growth and development in the areas of team working, time management, communication, mental health and stress awareness to enhance their work, their team, and ultimately their whole organisation.

Employers don't always need to look outside of their organisation for the skills that may be lacking in order to drive the organisation forward. Often, the talent sought already exists within the workforce, just waiting to be discovered and developed.

By unlocking potential in the workforce, organisations and employees can go from strength to strength, both becoming more successful, more confident, more productive.

## **Accredited WEA Course Opportunities available:**

### ► **Level 1 Award in Mental Health Awareness**

This course will help you consider:

- what is meant by mental health
- some of the social and personal effects of mental ill-health
- some of the responses to mental health issues

### ► cultural diversity in relation to mental health issues

### ► **Level 1 Award in Stress Awareness**

This course will help you consider:

- what is meant by stress and what are the effects
- Possible causes of stress and how to recognise it
- Ways to prevent and reduce the effects of stress

## **Non Accredited WEA Course Opportunities available:**

**The following are non-accredited courses focusing on equipping participants with specific knowledge and skillset**

### ► **Working in and Leading a Team**

- Understand the characteristics of good team working
- Understand and demonstrate own strengths and role in a team
- Be able to recognise and value to contribution made by others in a team
- Participate and lead a in a team

### ► **Time Management Skills for Effective Leadership**

- Know the benefits of good time management and some ways to promote it
- Be able to plan own use of time
- Know how to improve own time management

### ► **Effective Verbal Communication for Leaders**

- Speak clearly in a way which suits the situation (in person or communication device)
- Present information and ideas in a logical sequence

### ► **Effective Writing for Leaders**

- Plan and draft text in their own handwriting and on screen
- Plan text to suit the purpose, context and audience
- Produce legible text by hand or using work processing packages

### ► **Working with Statistics**

- Extract and interpret information
- Work with and present discrete data
- Establish features of a data set

### ► **Working with Decimals and Percentages**

- Know how to write order and compare decimals and percentages
- Perform simple calculations using decimals
- Perform simple calculations using percentages
- Use a calculator to work with decimals and percentages

