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HR & TRAINING CONSULTANCY SERVICES



**Management Training & Development Ltd are the leading authority
and are the # 1 choice that companies select for:**

Management Training Courses

Management and Leadership Development

HR Consultancy

Training Consultancy

In-House Training Courses

Management Training Programmes

About Us

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

We do things differently around here!

All of our in-house training courses are **individually designed and tailored** to meet your exact requirements. We do not believe in "off the shelf" training. Instead, all of our trainers will design and deliver your course with one purpose in mind - **TO ENSURE THAT YOU HAVE GOT VALUE FOR MONEY AND THAT YOUR REQUIREMENTS ARE EXCEEDED.**

Each delegate will receive the **personal attention** that they deserve and all of our trainers will ensure that your event is fun, practical, different and results focused.

What makes us different is that we offer an **unrivalled after course service.**

Each delegate will go away from our course highly motivated and with a toolbox set of skills but knowing what to do is one thing but actually putting into practise is a different matter! That's why we offer **unlimited email and telephone support** from your trainer after each course.

This means that any delegate can email or call their trainer at any time and as many times as they want for individual **support, guidance and coaching.** This all comes as part of the service.

In addition to this we are experts at measuring the effectiveness and success of your training course to ensure that you have received a **Return On Your Investment.** Should you wish to take this up we can offer this service as well - at no additional cost!

The process from your initial enquiry all the way through to the delivery of your training event is really simple and hassle free.

We have trained staff from large multi-national organisations through to the small business so no matter whether you are company with 10,000 staff or a company with 10 staff we can help you with your requirements.

Just turn the page to see our impressive client list...

MTD are the choice of organisations big and small!

We have trained staff from and have delivered consultancy for -

- Malvern Hills District Council
- Kent County Council
- Coca Cola
- Waitrose
- Claire's Accessories
- Unilever
- British Board Of Film Classification (BBFC)
- Ford Motor Company
- First Group
- BMW
- Kodak
- Lloyds TSB
- Birds Eye Walls
- Renault
- Domain Technologies
- Toys R Us
- NEC Europe
- Roland
- Tropicanca
- Jaguar PLC
- British Telecom
- MOD – Joint Services And Command College
- Opportunity Housing Trust
- Leisureforce
- John Lewis Group
- Nestle
- Faccenda
- Ford Of Europe
- Gerber Foods
- Emmetts
- Danone Foods
- BT fleet
- Moy Park
- Hygrade
- Barclays
- G Costa
- Geest

Consultancy Services

If you are looking for resources to help work on your HR project or are looking to outsource a particular piece of work or activity then we can supply you with the very best HR specialists and professionals in the UK.

We offer you actionable, practical and imaginative HR solutions, whatever your requirements.

We can provide you with the HR solutions that you are looking for as well as implementing them if the needs be.

Our Service Offering Covers:

Resourcing

- Design of resourcing strategy and supporting processes, practices and procedures
- Designing competency based selection processes
- Facilitating assessment centres
- Design of induction programmes
- Designing role profiles and person specs

Compensation, Benefits and Reward

- Design of pay and reward practice
- Design and implementation of grading structures
- Setting up HR database systems
- Managing pay review processes
- Managing employee benefits – private health, life assurance, pensions, PHI
- Design of bonus plans

Learning and Development

Designing and implementing:

- Competency based people development strategies
- Talent management and succession planning initiatives
- Leadership Models
- Competency models & frameworks
- Performance review processes
- 360° appraisal
- Identifying training and development solutions
- Conducting Training Needs Analyses

Employee Relations

- Designing ER policies, processes and procedures
- Developing Contracts of Employment and handbooks
- Managing TUPE transfers
- Harmonisation of terms and conditions of employment
- Managing redundancy programmes
- Developing and training disciplinary, grievance, performance management and absence management procedures and processes
- Designing Exit Interviewing processes
- Ensuring compliance with employment law
- Dispute resolution
- Training in ER procedures

Organisational Design and Development

- Leading cultural change programmes
- Leading business transformation projects
- Acquisition and disposals management
- Managing relocation programmes
- Managing restructures
- Managing Investors in People accreditation

Managing the HR function

- Designing and implementing HR strategy
- Positioning and developing the HR function and team
- Developing KPIs and the HR Balanced Scorecard
- Agreeing SLAs with business partners
- Management reporting
- Personnel Administration

Internal Communications

- Managing internal communications frameworks and programmes
- Designing, implementing and analysing staff surveys
- Designing Business Briefing processes
- Designing formal and informal communications initiatives

Some of our recent projects have included:

IT Consultancy

- Designed and implemented HR strategy, established and developed HR function
- Board led project to develop and implement organisation and culture change programme leading to Investors in People accreditation
- Implemented and managed Investors in People programme
- Led TUPE transfer programmes (acquisition and disposal)
- Developed and introduced Contract of Employment, Handbook and complete suite of HR policies

- Developed and introduced best practice processes (Recruitment, Appraisal, Training needs)

Local Authority

- Designed and implemented HR strategy, established and developed HR function
- Implemented and managed Investors in People programme
- Led Management Development, Leadership and Team Building programme
- Implemented new absence management programme

Automotive company

- Developed and implemented a reward and retention strategy
- Developed and introduced Contract of Employment, Handbook and complete suite of HR policies

Manufacturing company

- Managed downsizing programme

Opticians

- Managed downsizing programme

Contact Us Today

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