



Leadership and Management How it Works

www.leadership-and-management.info

Dear Sir/Madam,

Thank you for taking our call earlier and allowing us to introduce the Government's Leadership and Management initiative whereby your company may be eligible for a grant of up to £1,000.

We believe that every one of our clients is unique, that's why we tailor coaching to help them with the challenges and goals that are unique to them. We offer help in over 30 different areas, but to give you a flavour of some of the things we do:

HR Compliance: Through our HR Audit service, we've visited our clients and reviewed their employment contracts, documents and procedures to ensure that they are compliant with the latest employment law in the UK. This has not only helped increase their efficiency but also has significantly reduced their risk of employee tribunals and potential financial penalties.

Working effectively: We've worked with companies to help them improve team motivation and morale, this has led to real impact on their everyday working lives;

Don't just take our word for it; here are just a few compliments we've received from our clients:

"The coaching session fitted around my schedule and was delivered at my premises. I found it really useful and the disruption to my day was practically zero."

Charles Walker, MD & Owner - Focus Search and Selection, Recruitment Agency

"It was very useful to take the time to evaluate and validate what we are doing well and where our focus should lie."

Matt Harvey - Director, PMP Ltd, Engineering Firm

If you're not sure what coaching would benefit you the most, don't worry. On our next call I will run through a brief needs assessment with you to determine where your coaching requirements lie.

Should you have any further queries in the meantime, my contact details can be found below.

Yours faithfully,



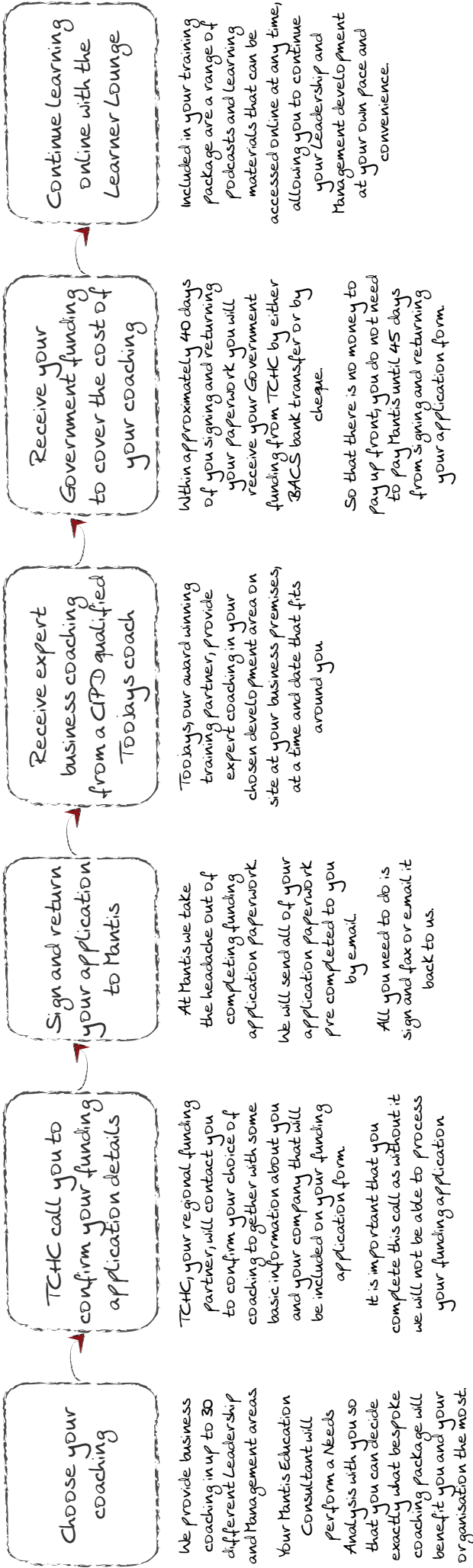
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P.S. Our website contains more information on the scheme, so please visit us at:
www.leadership-and-management.info



The Process...



mantis education

Mantis Education specialise in helping Small Businesses receive expert coaching and training where costs are either fully or partly covered by Government funding grants.

As part of the Mantis PLC group, Mantis Education pride themselves on providing a professional service and only ever work with experienced Training Providers and Government Funding Partners.

tchc

TCHC maintain contracts with the Learning and Skills Council, East of England Development Agency, European Social Fund and others to engage with employers and employees to discuss Government funded training and support opportunities.

Helping your organisation to access and make the most of Government funded business advice and training services, TCHC will ensure that your company is eligible for funding.

TOOJAYS

Selected for their commitment to high quality training and development Toojays are a delivery partner that are highly qualified and experienced at helping industry leaders to enhance their performance.

Toojays are proud to be recognised as providers of Award Winning Training from the Prestigious 2009 National Training Awards. Toojays are committed to providing bespoke training that is built around the needs of companies and individuals which can provide demonstrable benefits.

Frequently Asked Questions...

Who are Mantis Education?

Mantis Education are proud to be part of the Mantis plc group, a leading innovator providing financial, business to business and educational services. Mantis plc clients range from small businesses nationwide to some of the world's biggest banks and technology companies. To find more out about Mantis plc, you can visit our website at www.mantis.plc.uk.

What is the funding for?

Leadership & Management funding is there to help the owners/senior management team of your business identify and fund key training areas where increased skills or knowledge would have a positive impact on the business. We deal with clients from all business sectors including Hospitality, Professional Services, Building & Construction and Medical Care. Here are some examples where our clients have accessed this funding to benefit their organisations:

- A car dealership requiring additional training for their sales manager were able to increase their revenue as well as learn and put into action effective delegation and motivation techniques amongst staff;
- A NHS surgery wanted to ensure that all staff contracts and processes were compliant with the latest HR legislation – they used their funding to carry out a full audit of their processes at no cost to themselves;
- A Senior Manager of a busy care home didn't have enough time in the day to complete all of her duties. We provided coaching in time management and delegation, enabling her to free up time in her day to focus on the strategic direction of the care home.

How does the funding work?

Every business within the UK that has between 5 and 249 employees is eligible for a Leadership & Management grant of £1,000 to fund coaching or training in addressing issues or challenges within the business.

The £1,000 grant is split into two sections:

- The first £500 of the cost of your coaching is fully covered by the Government
- The next £500 is on a pound for pound matched basis

Here are some examples:

- Our Business Coaching Package costs £500; this means that all of the cost will be covered by the Government and won't cost you a penny!
- Our Business Coaching Plus Package costs £1,500. This means that the Government will cover £1,000 of the cost and you contribute £500. This means you receive £1,500 worth of coaching for only £500.

Typically you are required to pay up front for the cost of the coaching with the Government refunding the cost of your coaching afterwards. With Mantis Education, we don't ask you to do this.

Here's how our process works:

1. Once you have signed and returned your funding application paperwork to us, we establish an interest free credit account to cover the up-front cost of the training;
2. Approximately 40 days after returning your completed paperwork, you will receive your Government funding either by cheque or bank transfer (this will either be £500 or £1,000 depending which package you have chosen);
3. After 50 days, Mantis will invoice to you, to settle your credit account. If you've selected the £500 package, this means that the £500 you receive from the Government covers the cost of your coaching session – so the coaching won't cost you a penny.

Mantis only proceed with coaching once funding is confirmed as available and all paperwork has been correctly submitted and accepted – so you can be sure your costs will be covered.



Frequently Asked Questions...

What if the funding takes longer than 30 days to arrive?

TCHC, who are responsible for the Government funding, target themselves on providing you with your funding within 40 days of them receiving your application.

As Mantis don't have direct control over the funding process, please note that this figure is approximate. This is why we don't ask you to pay us until 50 days have passed so in the event of a funding delay, you will receive a further 10 days leeway before you need to settle your interest free credit account. Rest assured, we will only proceed with an application once TCHC have confirmed that funding is available to you. That way you can be sure that you won't receive training that the Government won't subsequently support. Additionally, Mantis can assist in checking the progress of your grant payment on your behalf, should you wish us to do so.

This sounds too good to be true, there must be a catch...

There really is no catch! The government have provided this funding to help your company to grow and prosper. An economy that is built on strong SMEs provides employment opportunities and valuable services to the whole of the UK. The grant is only able to be utilised against the cost of coaching for the people in your business that can help to drive the company forward. We provide you with access to this bespoke coaching at a time and location that suits you, via an Award Winning training provider.

What do TCHC do?

When the Government implemented the Leadership & Management grants they appointed a number of regional agencies to advise, administer and hold responsibility for distributing funds to local businesses.

TCHC are responsible for the East of England region which includes Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

TCHC support the Leadership & Management process by:

- Advising us of the availability of funding for your organisation;
- Confirming that your coaching session is going to benefit you and your company (and that the company details and other paperwork that we have completed on your behalf are correct);
- Providing you with your Leadership & Management grant by either cheque or electronic transfer.

How come the Government does not pay Mantis directly?

We are often asked this question. Whilst this would be easier from an administrative point of view, the design of the Leadership & Management scheme is to put the choice of training provider in the hands of the small business rather than insisting on using on a small number of pre-selected training providers. Therefore the Government pay the grant directly to you so that you can pay the money onto the provider yourself.

What about VAT?

When we invoice you for your coaching service, as a VAT registered organisation we are legally required to levy VAT on our services. If you are a VAT registered company, you will be able to reclaim this as you would for any other goods or services that you are charged VAT on. If, however, you are not VAT registered, you will be required to pay for the VAT element of the coaching - unfortunately this cost will not be covered by your Government grant.



Frequently Asked Questions...

We get lots of calls regarding training. What makes Mantis different?

We understand that you may know of a number of different training organisations each offering you Government funding. Here's why we think you should consider Mantis:

- We don't ask you to pay any money upfront;
- We provide you with coaching that is tailored to your business – not "one size fits all" training from a classroom;
- We come to your business premises, causing minimal disruption to your working day;
- Our coaching is provided by Toojays Training & HR Consultancy Ltd, provider of award winning training whose clients include Avon, Heineken Caterpillar and John Lewis.
- Toojays only utilise CIPD qualified coaches, so you are receiving a highly qualified service.

Coaching vs training - are they not the same thing?

Typically, training is the act of giving someone knowledge. When we think of training, we can often imagine someone working through a text book in a classroom alongside a number of other students. Whilst training is great if you need to learn a specific skill or gain a specific qualification, it is generally a generic way of teaching you a specific skill.

Coaching is different. With coaching, we look at what you really need to achieve in practical business terms. For example, if your challenge is to bring more clients into your business, your coach will look specifically at what your business is, who your clients are and help you think of innovative ways to attract them to your business. This is why coaching works – it's tailored just for you, delivering the outputs that will actually help you and your business.

But we do not have the time!

This is a common problem amongst small businesses so you're not alone.

We understand that your time is precious and so we don't ask you to travel away to a classroom miles away from your office – instead we come to you. We provide tailored coaching to individuals or small groups, getting straight to the point with the support you need. This means sessions can be completed in as little as two hours at a time to suit you. In special circumstances we are also able to offer coaching outside of office hours so you will have no disruption to your working day.

How many people can attend the coaching session?

In order to get the most from your coaching and keep the session as interactive and focussed as possible, we recommend smaller groups of one or two people for our £500 package and two to five people for our £1,500 package.

What are the cost options for the course?

We offer 2 packages:

Business Coaching - £500 + VAT (£500 fully funded by the Government):

- Two hours face to face bespoke coaching carried out on your business premises;
- Maximum of two attendees;
- Access to three further courses on our Learner Lounge online platform;
- Up to 1.5 hours of telephone support.

Business Coaching Plus - £1,500 + VAT (£1,000 covered by the Government, £500 contribution required from the company):

- Six hours face to face bespoke coaching carried out on your business premises (this can be covered over one or two site visits);
- Maximum of five attendees;
- Access to six further courses on our Learner Lounge online platform;
- Up to 1.5 hours of telephone support.



Frequently Asked Questions...

Can you send me some more information in the post?

In working towards our green policy, we strive to be a paperless office and operate via the internet and e-mail wherever possible. However, please let us know if you would prefer to use fax.

We have heard about Train to Gain and do not need NVQs

That's no problem. The Leadership & Management initiative is not part of the NVQ/Apprenticeship side of Train to Gain; it is a different tranche of Government funding designed to focus on developing the Senior Management team of small businesses. You are not required to attend NVQ courses or embark on a long programme of work and assessments.

We are too small to be eligible for this scheme

If you have five or more employees, you should be eligible for the scheme. If you are a charity or voluntary organisation in the third sector, volunteers and unpaid staff can be counted as employees in most cases, contact us about your specific circumstances and we can find out for you.

When will the funding run out?

Government funding is allocated strictly on a first come, first served basis and is replenished every funding year. Funding is set to run until April 2011 but typically runs out much quicker than this. We recommend that you return your paperwork within seven days of receipt to be sure that funding can be allocated to your organisation.

We do not think the funding is available to us

Often businesses have used funding in the past but are unaware that Leadership & Management funding may still be available to them. It's free to check and there is absolutely no obligation on you to proceed with anything following the result – positive or negative. So why not enquire and find out if the funding is available – just say the word and we'll do the rest!

