"Sustainable Minds Lead to
Sustainable Actions" - The Verdancy Group

The Verdancy Group

Mission, Culture & Vision

The Verdancy Group is a specialist provider of sustainability, leadership & management and personal development training for schools, colleges, universities and businesses. We believe that through education and learning, we can empower people of every age to make informed and sustainable choices in life, learning and work.

Working in partnership with industry and educational specialists, we have developed a range of flexible learning resources, materials and courses that can be customised to your needs and those of your organisation. The spectrum of experience and expertise within our team ensures that our content and purpose is relevant, understandable and thought provoking.
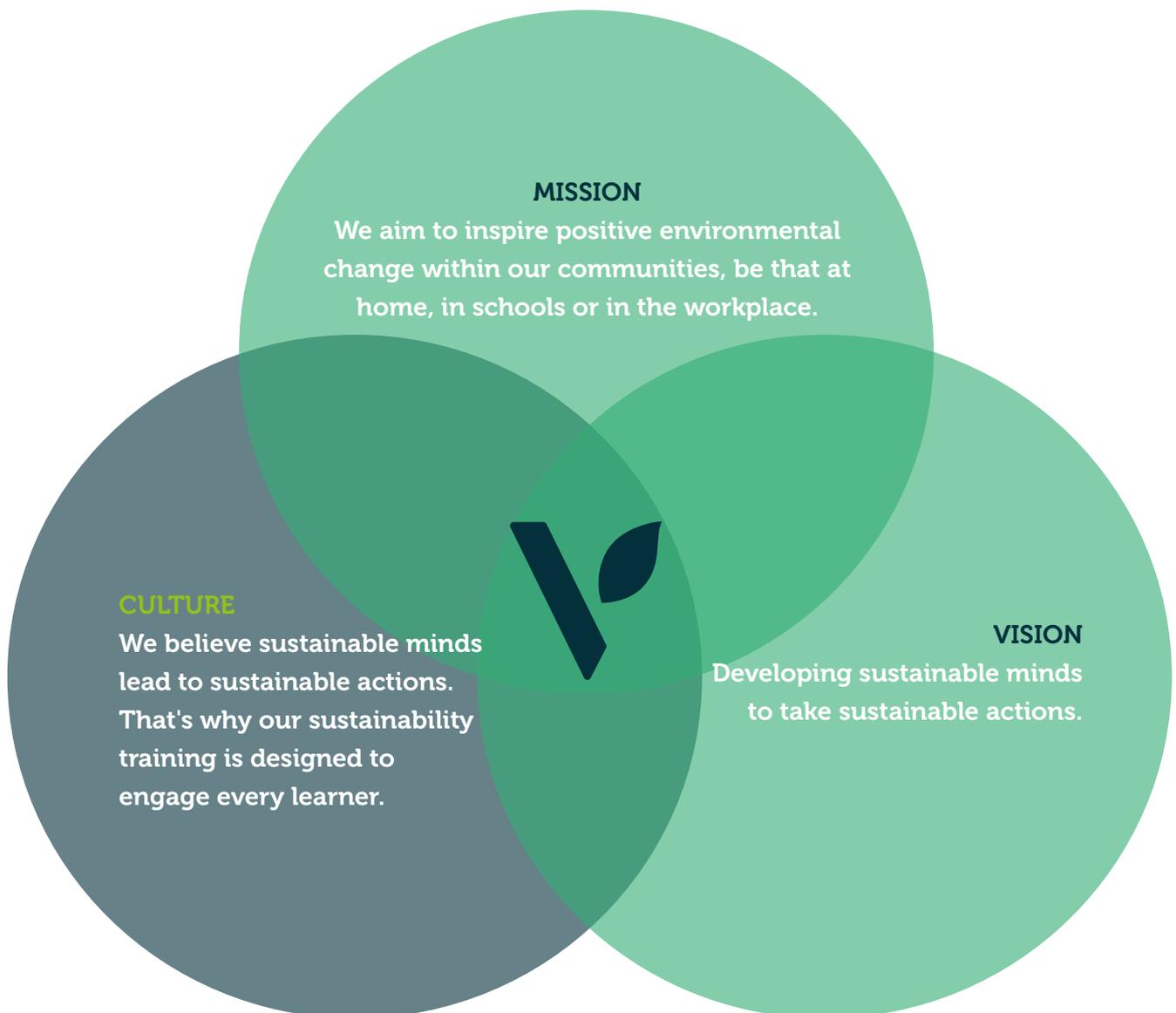
MISSION
We aim to inspire positive environmental change within our communities, be that at home, in schools or in the workplace.

CULTURE
We believe sustainable minds lead to sustainable actions. That's why our sustainability training is designed to engage every learner.

VISION
Developing sustainable minds to take sustainable actions.

Table of Contents

Sustainability and the Environment

Table of Contents

Sustainability and the Environment

The Verdancy Group has extensive experience and knowledge in the environmental sector. Our network and partnership approach provides a diverse framework of academia and industry experts that ensures all aspects and objectives from principles of waste management to the global outcomes such as circular economy and net zero are fundamental to our purpose. In time, we trust that this approach will produce the "Green Leaders" of the future.

Waste in the Circular Economy SCQF Level 5

This SCQF Credit rated award provides learners with the opportunity to develop their values, attitudes and skills in relation to achieving a circular economy to protect our environment.

The knowledge gained from this award will improve participants' ability to apply their learnings to their future careers, businesses and personal development. This award contains approximately 30 hours of learning.

Course Duration: 30 hours | Accreditation: SCQF | Assessment: Yes

REHIS Business Waste Disposal

This module is available as either an on or off-site presentation or entry level staff e-learning course. It is accredited by the Royal Environmental Health Institute of Scotland (REHIS) and is aimed at all employees in Scotland.

This course provides a working understanding of waste management regulations and legislation that participants must adhere to.

Certification and Recycling Compliance Card (RCC) awarded upon successful completion.

Course Duration: 8 hours | Accreditation: REHIS | Assessment: Yes

Sustainability

Most people probably know which of their daily activities have the greatest impact upon the environment, but how do these affect organisations?

This module will look at sustainability and corporate social responsibility, as well as identifying how environmental issues can challenge your organisation.

Course Duration: 4 hours

Sustainability and Environmental Issues

Many of us understand how our daily activities impact the environment and the sustainable changes we can make to benefit the planet. But what about the environmental impact of the organisations who employ us? How can we make the workplace green?

Set in "Smoke City" this module will look at sustainability and corporate social responsibility. We'll identify changes that organisations can make to improve their environmental practices and potential obstacles that might arise.

Course Duration: 2 hours

Climate Change

As climate change is one of the most urgent and complex global issues, it is a subject that is regularly covered in the media.

But how much do we really know about the key issues? The objectives of this module are to examine key terminology around the subject of climate change, explore the cost and impact of its effects and develop an understanding of the organisations involved in tackling it.

We will also identify the obligations of public bodies and learn how we can benefit from saving and generating our own electricity at home.

Course Duration: 40 minutes

Leadership Skills

People are at the heart of every business. Better informed people power the most effective organisations. Enabling managers and leaders to build and develop key skills, not only drives individual and collective performance but also helps to attract and retain top talent and keep you ahead of the game. Our courses deliver meaningful learning content that provides immediate and ongoing value to your organisation

Becoming an Effective Leader

This module helps learners identify the attributes of leadership and shows how these skills can be best used in the modern workplace. We look at established models of leadership and guide the learner in evaluating their own leadership style. Learners discover when team members are engaged, and learn best practice in motivation, delegation, mentoring and empowerment. Learning Outcomes for this module include:

-Better understanding of their responsibilities and how it applies to their role.
-Equipped to critically evaluate their own abilities and make improvements where required.
-Have the tools to follow up the course by creating a detailed personal development plan.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Delivering Professional Presentations

It's estimated that up to 75% of us experience some degree of anxiety or nervousness when we're addressing a crowd. This e-learning module has been designed to provide you with the skills needed to deliver a presentation confidently and professionally. It doesn't matter if your learners are new to presenting or more seasoned speakers, our course will serve as a best practice guide to creating and delivering engaging and informative business presentations. Learning Outcomes for this module include:

- Give the learner the tools to become confident in their presentation skills
- Enable the learner to develop their presentation skills with the best practice

Course Duration: 60 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Developing and Leading teams to achieve goals

Measuring organisational performance has become increasingly important, and there are two key reasons for this: Competition: Increased competition across markets and market sectors has led organisations to focus more keenly on results. Organisations are reviewing their performance to gain competitive advantage.

Accountability: Demands for accountability can now come from a wide range of stakeholders, such as the general public, the media and shareholders. You'll approach the topic primarily from the perspective of you, the manager, but you'll also look at the support provided by the wider organisation. Learning Outcomes for this module include:

- Gain understanding on how to lead teams to organisational goals.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Developing people in the workplace

This Module has been designed to demonstrate the importance of promoting personal development, and the role that managers can play in helping to plan and manage an individual's professional progression. Learning Outcomes for this module include:

- Ability to identify training needs, manage conflict and conduct performance appraisals in a detailed and engaging way.
- Tools to manage employee expectations around development and plan and implement a CPD plan.

Course Duration: 60 minutes | Accreditation: CPD | ILM Endorsed

Developing your Leadership Style

The follow-up to Becoming an Effective Leader, this module seeks to build on earlier learning by further examining the key areas in which the successful leader must develop. We look at the practicalities of building and maintaining an effective team, including the areas of performance management, feedback and coaching. Widely established models are used to illustrate a best practice approach. Learning Outcomes for this module include:

- Understanding of the implications that their leadership approach can have on the members of their team.
- Self assessment of their strengths and weakness
- Ability to Improve performance and engagement within their team.
- Tools to produce a forward action plan.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: No | ILM Endorsed

Developing Individual Mental Toughness

We outline the importance of mental toughness in the modern workplace and explain how the learner can improve their levels of personal resilience. We also demonstrate how to recognise stress among fellow team members and look at steps that can be taken to foster a less tense working environment. A multiple choice knowledge check is included. Learning Outcomes for this module include:

- Understand the importance of mental toughness and how to improve their levels of personal resilience.
- Ability to assess the levels of mental toughness in themselves and their organisation, and be able to chart the results of this.
- Describe how to produce a personal action plan.

Course Duration: 30 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Finance for non-Finance Managers

We look at the benefits of financial competence, explain the difference between cash and profit and between financial accounting and management accounting. We also look at the purposes and structure of a balance sheet, a profit and loss account and a cash flow statement, and how to use financial statements to discover how a company is performing. Different models and theories are employed throughout to illustrate the various topics. Learning Outcomes for this module include:

- Basic understanding of company finance.
- Ability to interpret financial statements.
- Effectively plan a budget.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Leading Innovation and Change

This module explores various ways to lead innovation, along with how to implement change via a system of continuous improvement. It looks at some background to the topic, before demonstrating how to identify opportunities for innovation within one's own organisation. We will also provide a best practice guide to creating and implementing a change management plan. Learning Outcomes for this module include:

- An improved understanding of how innovation and change are realised within a business environment
- How to identify opportunities for innovation within the organisation

Course Duration: 40 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Managing Customer Relations

This module showcases practical techniques that any employee can utilise, and use real-world case studies to illustrate how high standards of customer service help businesses to prosper and grow. We look at the areas of environmental scanning, customer retention and assessing client satisfaction. Learning Outcomes for this module include:

- Identify the most important factors in ensuring customer satisfaction in the modern marketplace
- Ability to appraise the 'customer supply chain' to identify SWOT
- Detail recommended strategies that will improve the organisation's ability to meet customer requirements.

Course Duration: 30 minutes | Accreditation: CPD | Assessment: No | ILM Endorsed

Managing for Efficiency and Effectiveness

Efficiency and effectiveness are terms which often find themselves paired together, and both are needed for an organisation to achieve its goals and objectives. However, they are two distinct factors in performance, and every organisation must strike a balance.
Learning Outcomes for this module include:

- Help managers to understand the big picture in terms of organisational vision and mission
- Achieving objectives in a managerial role
- Delegates will personally analyse how they plan, manage their time, set targets and monitor progress to ensure continuous improvement.

Course Duration: 40 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Managing Improvements: The Sales Process

We review the traditional sales process from beginning to end, with a view to identifying areas for improvement – whether this is internal to an organisation or a personal undertaking by a salesperson seeking to gain an extra edge. The module explains the sales process from prospecting and initiating contact, to getting past gatekeepers and delivering a polished pitch, through to overcoming objections and closing the sale.
Learning Outcomes for this module include:

- Ability to critically assess their effectiveness in meeting and exceeding customer requirements, and take steps to improvement where necessary.
- The learner will become acquainted with a range of core approaches and techniques that will improve sales performance in any industry.

Course Duration: 60 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Managing Recruitment

This module will help learners to develop an understanding and ability to manage recruitment. We'll demonstrate how human resource planning works in a business environment, and show managers how to plan and implement recruitment in line with legal and organisational requirements. Learning Outcomes for this module include:

- An Understanding of the importance of HR planning, including the areas of forecasting demand, succession planning, staff retention, reward systems and managing redundancies.
- Describe the legal framework that governs recruitment and will understand how to execute a best-practice approach to each practical step of the process - from analysing the job requirements to advertising the position.
- Ability to analyse applications and conduct interviews, and how to select the most appropriate candidate.

Course Duration: 60 minutes | Accreditation: CPD | Assessment:Yes | ILM Endorsed

Managing your own Continuing Professional Development

The purpose of this module is to examine the importance of Continuing Professional Development (CPD) and explains the steps which the learner can take to improve and develop their professional self. We guide the learner in evaluating their own performance, identifying the most suitable learning style for them and setting short- and long-term goals Learning Outcomes for this module include:

- Be equipped to take extra responsibility in managing their own development.
- Ability to undertake and evaluate planned development activities.
- The tools to reflect upon the impact that their learning has on workplace performance.

Course Duration: 30 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Managing Stress and Conflict

Over the course of 2015/16, an estimated 11.7 million working days were lost to work-related stress, depression or anxiety in the UK; it's become the number one cause of long-term absence in the UK. As you might expect with such a prevalent issue, many organisations are taking steps to ensure that employees are properly supported and that any negative effect on business operations is kept to a minimum. Learning Outcomes for this module include:

- Enabled to discover what can cause stress in the workplace
- How to identify triggers and causes
- Practical help on how to migrate and resolve issues regarding stress and conflict

Course Duration: 40 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Project Management

Managing projects well is the key to success in most organisations, this module provides practice and detailed guidelines to successfully manage a project. Each stage of the process – from start-up to post-implementation review – is covered in detail, including factors such as managing constraints, setting goals, obtaining buy-in, establishing a team structure and communicating with stakeholders. We also look at taskboarding, the importance of regular reviews, managing risk and administering budget. Learning Outcomes for this module include:

- Development of an improved understanding of the project management process, including the theory behind established practices.
- Armed with the practical skills required to manage a project from start to finish, and the many resources will serve as an on-going reference point.

Course Duration: 60 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Solving Problems by making effective decisions

This module will demonstrate the skills required to analyse complex problems and plan solutions, with an emphasis on creative and rational decision-making. We'll examine the multifaceted difficulties that can arise in a professional context, and provide the means with which to apply decision-making techniques in assessing possible solutions.
Learning Outcomes for this module include:

- Understanding of how problem-solving relates to the leadership role.
- Help the learner become confident in using established problem-solving tools and techniques.
- Develop the ability evaluate possible courses of action and make sound decisions based on practical considerations.

Course Duration: 40 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Strategic Thinking

This module will demonstrate how to build a strategy team and work together to create a strategic plan. We will look at how to turn a plan into action, identify critical success factors, as well as how to measure the plan's ongoing success.
Learning Outcomes for this module include:

- How to build a strategy team and work together to create a strategic plan.
- How to turn a plan into action.
- Ability to identify critical success factors, as well as how to measure the plan's ongoing success.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Setting Yourself up for Success:

This series includes four lighthearted animated blogs on 'Setting yourself up for success' Burglar Bill, Staying Alive, Dealing with Change and Buy Me are the titles of the short videos on how to get started with 'Setting yourself up for success'

Course Duration: Approx 12 minutes for all | Accreditation: CPD | ILM Endorsed

Understanding the importance of marketing

This module guides the learner through the increasingly crucial role that marketing plays in modern business. We look at how marketing has evolved to include the phenomena of social media, and provide up to date and practical advice on how to devise and execute an effective marketing campaign of their own. The user will learn how to undertake a marketing audit, conduct effective market research, identify markets and evaluate the competition, in addition to the practicalities of promotion. Learning Outcomes for this module include:

- Understanding of the concepts involved in managing marketing.
- Ability to review the effectiveness of marketing in their organisation.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes

Understanding the Management Role

The module provides a comprehensive overview of the middle management role and how it applies to your organisation, with a particular focus on the areas of strategy and vision, communication skills and personal development. We're arming managers with the tools they need to achieve organisational goals and objectives.
Learning Outcomes for this module include:

- Tools to learn to draft mission statements and vision statements.
- How to set strategic direction and identify different types of stakeholders.
- Ability to communicate effectively with members of their team and plan and execute a
   plan for personal development.

Course Duration: 45 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

Understanding the Organisational Environment

In this module we explain the concept of the macro environment and look at the impact that external factors can have on an organisation. Political, economic, social, technological, legal and environmental considerations are addressed in turn, as we demonstrate the various challenges that affect modern business. Learning Outcomes for this module include:

- Managers will develop knowledge and understanding of the organisational environment,
- Emphasis view to analysing how an organisation is affected by the macro environment
- They will learn how to conduct a full analysis of external factors and create an action plan
   accordingly.

Course Duration: 35 minutes | Accreditation: CPD | Assessment: No | ILM Endorsed

Understanding the Organisational Culture and Ethic

This module looks at the important role of ethics and culture in an organisation, specifically how it impacts on and influences leadership style and organisational structure. Learners will be guided as they map the ethics and culture in your own organisation and review how this is reflected in your organisational structure and leadership style.
Learning Outcomes for this module include:

- Develop an understanding of what organisational culture and ethics mean in a practical sense.
- They will learn how they can then use this to improve your organisation's performance.

Course Duration: 50 minutes | Accreditation: CPD | Assessment: Yes | ILM Endorsed

At The Verdancy Group, we believe sustainability is more than just environmental awareness. Each individual has the innate capacity to contribute to a society far exceeding their vocation or occupation. The development of meta-skills or soft skills is crucial in our development as global citizens. In these ever changing times, our courses also support the transition and maintenance of working from home with longer-term strategies for managing time, resources and health. These bitesize modules can be completed independently or as part of a bespoke package to suit individual or company preference. Courses range from 5 minutes to 25 minutes to complete.

Work, Life, Home Balance

A branching scenario which takes the learner through their typical workday, asking what they do at each stage. Answers contribute to a ratio of how much time they spend 'at work' and 'at home' mentally. Ends with tips and tricks to address the balance.

Introduction to Mindfulness

Introduction to Mixed Mental Arts training with Michael Matania at Tough Cookie with a 10-minute video to get you started on the power of the mind over the body. The start of controlling and unlocking all the potential power of your most powerful resource.

Dealing with Stress

Looking at the challenges of working from home, specifically at the potential impact of remote working on stress and wellbeing, and what you can do to minimise your levels of stress. Exploring how to 'Deal with stress' and 'Hack your stress response' we think you will find useful.

Taking Care of yourself

We focus on the need to keep your own health in mind. Together we explore some steps in becoming aware of the emotional response to stress and ways to 'exercise' your brain and look at the techniques we have laid out here to help you take care of yourself.

Relaxation

Following on from taking care of yourself 'Relaxation' looks at the critical role of emotional wellbeing and its importance in the success of individuals. We have created a safe space for you to take in that much needed calm. Join Michael Matania from Tough Cookie again to talk about stress, relaxation, and meditation and how we can manage 'deep rest'.

The mindset and attitude toolkit

This module includes several practical activities and resources on mindset and attitude from increasing your awareness and challenging negative thinking patterns, to getting into a creative zone. You can try these activities at your own pace and revisit any of them whenever you need to.

Healthy Lifestyles

A healthy lifestyle can have many benefits in terms of our physical and mental wellbeing. However, a combination of busy working schedules and time spent deskbound or in front of the television has meant that many of us are no longer in as good shape as we might be. The Healthy Lifestyles module explains the benefits of physical activity and a balanced diet, as well as examining ways of maintaining a healthy weight.

Mental Health Awareness

Our Mental Health Awareness e-learning module will examine the increasing prevalence of mental health issues, including common types of illness and the symptoms of psychosis. We will also look at the various forms of treatment that are available, including therapy-based approaches.

Coronavirus Course Essential - Coronavirus

The Coronavirus module presents a learner with background and facts to this new strain of virus, now known as novel Coronavirus (COVID-19). We have all seen the stories in the media and on the news, but do they really tell us what this virus is and how we can protect ourselves and others?

Coronavirus Course Essential - Returning to Work

A 10-minute module looking at some of the worries and concerns you might have about returning to the workplace after lockdown/quarantine and how to get support. Also includes a list of links to further information for learners to explore in their own time.

Home is the New Office

Leadership and Management: Working from Home

Our library of bitesize modules lasting between 5 and 25 minutes each, will provide even more support to help build and maintain high performing teams and deliver success in the "new way" of working. Containing a blend of progressive courses, as well as resources, tips and tricks, and videos, our library will provide you and your teams with the right tools to become proficient and effective in your place of work or study.

Remote Working

Remote working has become a common feature of the workplace, with professionals increasingly undertaking much of their work away from the traditional confines of the office.

Our e-learning module will demonstrate how flexible working can reduce costs, improve productivity, and provide employees with a better work-life balance.

Remote working for Managers

This module has been designed to guide management personnel through the introduction of agile working. Case studies and practical scenarios are included to bring the learning to life and to help you put key agile working concepts into action.

We will look at the benefits of agile working, as well as the potential pitfalls, and underline the importance of setting clear goals and objectives for your newly decentralised team.

Leading a Remote Team

10-minute module covering all aspects of leading a remote team from leadership style to keeping your remote team motivated. Also includes a list of links to further information for learners to explore in their own time.

Managing Stress in Remote Teams

A 10-minute module for managers about how to recognise signs of stress in remote team members and the practical steps they can take to alleviate sources of remote work stress. It also includes a list of links to further information for learners to explore in their own time.

Remote Team Performance

15-minute module offering practical tips on how to enhance your performance, connectedness, and wellbeing as a remote team, including what technology you need and how to collaborate with remote colleagues. Also includes a list of links to further information for learners to explore in their own time.

Synchronous and asynchronous communication

10-minute module covering several typical workplace communication scenarios, but in a remote work setting. By interacting with the scenarios, you will learn about choosing the right channel and good remote communication etiquette. Also includes a list of links to further information for learners to explore in their own time.

Prioritisation

6-minute Adapt module covering the basics of prioritising tasks in the workplace, both for individuals and teams. Also includes a list of links to further information for learners to explore in their own time.

Video Conferencing from home

A helpful infographic to supplement the Conference Call Etiquette module provided in the Coronavirus Essentials package. This focuses specifically on addressing the challenges of video conferencing while working at home and includes a list of links to further information for learners to explore in their own time.

Hygiene at Home and away

25-minute module based on the latest government guidance on how you can maintain hygiene and keep yourself safe at home, on your commute and in the office, covering everything from cleaning products to face masks. Also includes a list of links to further information for learners to explore in their own time.

Home Office Setup

A useful infographic demonstrating the ideal homeworking set up and offering some tips on how to enhance your home working experience. Also includes a list of links to further information for learners to explore in their own time.

Remote Recruitment

A 10-minute module giving several best practise tips to address the additional challenges of remote hiring, including posting an advert, remote interviewing, and onboarding. It also includes a list of links to further information for learners to explore in their own time.

Online Presentations

An 8-minute video outlining the basics of online presentations, 13-minute video from Sarah Travers on presenting to camera, 4-minute video from Jo Cook on effective slide design, 10-minute video form Miguel Hernandez on a more advanced setup. Also includes a list of links to further information for learners to explore in their own time.

Display Screen Equipment

Surveys of office workers, conducted by the Health and Safety Executive, have revealed that many employees experience pain and discomfort following extended periods of working with display screen equipment (DSE). This can result in long-term health issues and the loss of a significant number of working days each year.

Conference call etiquette

This module will help guide your phone and video conference calls, overcoming common challenges you may face, either as an attendee or as a facilitator. Attendees can access some best practice tips to ensure you get the most out of your meetings whilst facilitators get the opportunity to learn strategies for effectively leading conference and video calls.

Email Stress

This module explores aspects of email stress and offers practical advice to help you use email more effectively. Upon completion of the course, the learner will have the confidence to manage email more comfortably and thus help to reduce stress levels across their organisation