

## *Training & Presentation Portfolio of Work (2003 – present)*

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*I provide tailor-made training opportunities in the following areas: teambuilding and partnership working, project management, business planning and strategy development. I work mainly in the following settings: Health, Environment, Non-Governmental Organisations, Public and Voluntary Sectors.*

**OCN Level 3 Accredited Project Management Course** – Frimley Park Hospital  
NHS Foundation Trust - senior management level

1<sup>st</sup> course: Jan-Mar 05; 2<sup>nd</sup> course: Jan – Mar 06, 3<sup>rd</sup> course: Jan – April 08; 4<sup>th</sup> Course: December 08 – March 09 (internal accreditation). 5<sup>th</sup> Course - October 09 – March 10.  
*Development of a 60 hour, 6 credit, Level 3 Open College Network accredited course – designing, delivering and evaluating the course for the Foundation Trust.*

**Other Project Management Training designed and delivered for:**

Surrey County Council – May 2010, September 2010, February 2011  
Surrey Parenting Education and Support – March and November 2007  
Surrey Heath and Waverley PCT – November 2005  
Hampshire & IOW Public Health Development – June 2004

*One day tailored workshops introducing public health specialists and health promotion staff to the principles of project management, evaluation and team-working.*

**Partnership Review and Team Building session** - Surrey Parenting Education & Support – February 2005

*Half day workshop to define achievements and progress towards Business Plan goals.*

**Senior Management Team Development** – Connexions South Central – January 2005  
*Team development, vision and goal setting work with new management team.*

**Small Business Development** – Pierian Centre, Bristol – July - September 2004  
*Supporting a small training business in identifying visions, aims and objectives, values and norms, team development and holding effective meetings.*

**Strategy Development** – Surrey Tobacco Control Alliance – March 2004  
*Multi-agency partnership development workshop, engaging new stakeholders to join an Alliance, to develop common priorities and agree areas of collaborative working.*

**Business Plan Development** - Surrey Parenting Education & Support – February 2004  
*Multi-agency partnership project workshop to develop longer term vision, goals and milestones and to re-engage partners in the journey.*

**Team Building and Strategy Development** - Surrey Parenting Education & Support – June 2003

*Multi-agency partnership project workshop to re-energise and refocus the group on key priorities, the business plan and future funding opportunities.*

**Teambuilding Residential** - Surrey Connexions Management Team – May 2003  
*Two day, high level teamworking and teambuilding course, including Belbin, Team Roles, Conflict resolution and practical team based, problem-solving activities.*

**Strategy Development** - West Surrey Sexual Health Alliance – March 2003  
*Half day workshop to pool data and develop a common set of goals (action planning).*

**Surrey Teenage Pregnancy Strategy** – Surrey T P Partnership Board – February 2003  
*One day workshop to refocus and re-motivate a multi-partnership group on the key actions of the 10 year strategy; and to create a revised action plan for 2003/04.*

**Nutrition, Physical Activity, Smoking Prevention and Falls Prevention Joint Strategy Development** – Blackwater Valley & Hart PCT – February 2003  
*Large scale (60 plus participants) strategy development day to link work across several health areas and to develop new partnerships and project teams.*