



# **OTC Membership**

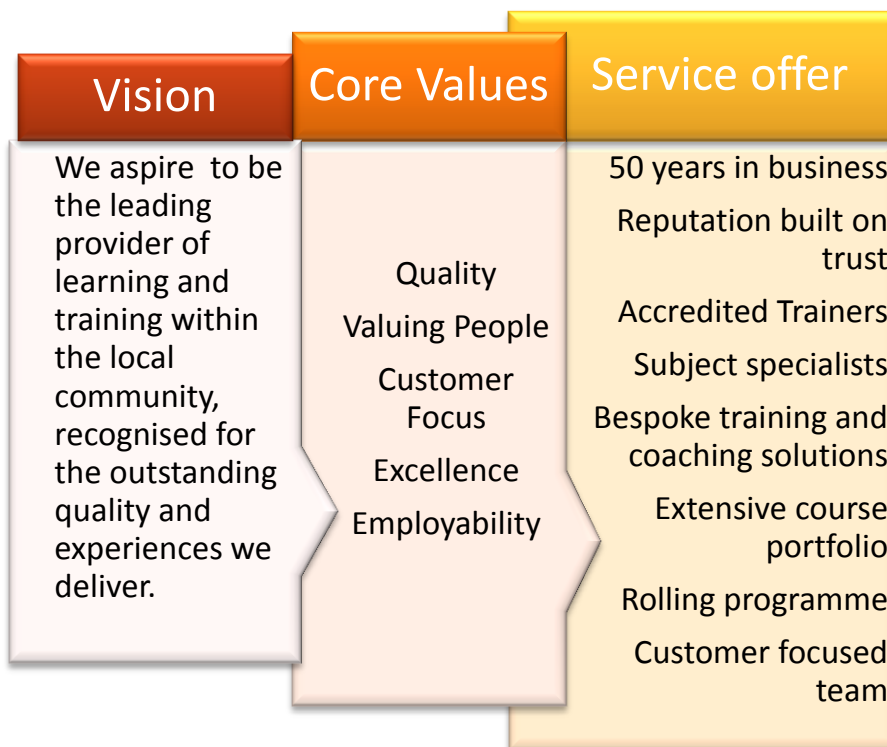
**August 2018 – July 2019**

# Introduction

Oldham Training Centre would like to invite you to become a member company of OTC. This booklet tells you something about us and provides information on the benefits of membership.

The Company was formed in 1966 as Oldham Engineering Group Training Association and became a registered charity in 1970. We are now celebrating our 50<sup>th</sup> anniversary (2016). We continue to reinvest our commercial surpluses back into the business. The educational watchdog (Ofsted) rated OTC 'GOOD' (Grade 2) in January 2016, in the delivery of apprenticeship programmes and commended its recent investment in resources. They also acknowledged the positive learning environment at the training centre.

The pride OTC have in itself is obvious when meeting the friendly and knowledgeable staff as they work hard to support all users of the centre. Although the portfolio of our delivery has grown over the last 50 years, we remain committed to deliver a quality provision to all our customers.



Our reputation has gone from strength to strength within the business community. As an employer led company, our member companies have the opportunity, through Board Membership, to attend the regular member briefings to influence the direction of OTC.

# Benefits of Annual Membership



- ✓ **Preferential rates** on course fees; quote your membership number and receive **discounts** on course fees of **up to 20%**
- ✓ **2 hour** consultation with a **Learning and Development Consultant**
- ✓ **30 minute** telephone consultation with a **Human Resources Specialist**
- ✓ **2 hour** consultation with a **Health and Safety Specialist**
- ✓ **Free resources:** see page 6 for examples
- ✓ **Reduced rate** on conference room hire fees at the centre
- ✓ **Free** attendance at 'Hot Topics' events and seminars
- ✓ **Free** help in sourcing specialist training experts and suppliers
- ✓ Allocated Account Manager
- ✓ Regular training and funding updates; preferential access to funding
- ✓ Advice on training and employment issues
- ✓ Invitation to OTC's Annual General Meeting
- ✓ Membership Certificate

# Learning and Development Consultancy

OTC's **Learning and Development Consultancy** is built on 50 years in the training and development business. The service provides '**on demand**' expertise to help companies and organisations:

- align their learning and development strategy to key business goals and objectives
- equip their staff with the specific skills and competencies which will enable them to add value and drive competitive advantage for their employer
- undertake training needs analysis – organisational, vocational, individual
- develop bespoke tailored solutions to meet their business needs
- design and deliver successful team building events or management 'away days'; facilitate events; team role profiling
- design and deliver 'Train the Trainer' courses
- implement effective Team Briefing systems
- design and implement Performance Appraisal/Personal Review schemes
- achieve Investors in People standard
- undertake business improvement and review activities
- implement change successfully

Qualified **Psychometric Test Assessors** can:

- advise and develop assessment exercises to assess job applicants
- develop and manage assessment centres for recruitment or development purposes
- carry out and/or arrange psychometric tests including OPQ 32 and MBTI
- give personalised feedback on test results

Qualified **Business Coaches** can:

- develop coaching and mentoring programmes
- deliver coaching and mentoring to directors, managers and team leaders
- train line managers to undertake a coaching role or hold coaching conversations

Qualified **Assessors** and **Internal Verifiers** can:

- deliver accredited Assessor training to your staff
- support your staff to become Assessors so they can deliver your work based training in-house

## How could I use my 2 hours of free time with a Learning and Development Consultant?

**Examples** include:

- Kick start a training and development project
- Design a specific job or performance aid
- Update your learning and development strategy
- Advice on developing a team briefing system
- Advice on designing a team building event
- Advice on designing a management conference or 'away day' event
- Advice on how to design assessments to support job selection activities
- Two hour learning lunch on an agreed management topic
- Help with planning of work shadowing or mentoring activity
- Advice on implementing a coaching approach
- Advice on succession planning
- Help to implement a buddying system
- Help with conducting a skills gap analysis
- Outlining a change management strategy
- Advice on how to carry out a training needs analysis (see page 6)
- Undertake a team role profile analysis
- Help in sourcing specialist training providers and assessors
- Advice on using any of our free resources (see page 6)

Our Learning and Development Consultancy is offered as a **bespoke service** to your organisation – so why not take advantage of it?

## Health and Safety Consultancy

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Need advice on an important health and safety matter?

Membership entitles you to a **2 hour consultation** with an experienced, highly qualified, Health and Safety Consultant.

## Human Resources Specialist

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Need confidential expert help from an experienced HR Specialist?

As part of your membership entitlement, we will link you to a trusted and recommended HR professional.

Your membership entitles you to a **telephone consultation** of up to 30 minutes duration.

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Access to these membership entitlements is via OTC's Employer Engagement Consultant who will make a confidential referral. You will need to provide your membership number, full name, company name and contact telephone number. You will not be asked for any other information by OTC at this stage.

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**Please note:** any further contact or business arrangements between your company and the Health and Safety and/or Human Resources specialists are outside the scope of your membership agreement.

OTC offers bespoke consultancy packages in these specialist areas.

Contact OTC's Employer Engagement Consultant for more information.

# OTC's Resource Bank

We have developed an enviable bank of resources which member companies can tap into – **free of charge**. Some of our most requested items are shown below:

| Management                          | Team Development                  |
|-------------------------------------|-----------------------------------|
| Appraisal templates                 | Team building ideas               |
| Training Plan templates             | Team role profile tools           |
| Change Leadership Audit tool        | Icebreaker ideas and tools        |
| Project management reading material | Team DIY health check tool        |
| Leadership skills inventory         | Team core competency assessment   |
| Leadership effectiveness profile    | tool                              |
| Communication                       | Learning and Development / Other  |
| Team Briefing Templates             | Training plan templates           |
| Communication effectiveness audit   | CPD record forms                  |
| What's my communication style?      | Training needs analysis templates |
| Running effective meetings          | Personal effectiveness audit tool |
| Giving constructive feedback        | Reflective diary tool             |

## Training Needs Analysis (TNA)

In order to meet its strategic role, training and development should be based on a careful analysis of the organisation's present and future needs. Training needs occur at a number of levels:

Organisational

Occupational

Individual

- at organisational level – for example, to ensure a supply of individuals with the skills necessary to respond to major changes in the business
- at occupational level – for example to meet key business or sales targets; to support the transfer of skills and knowledge to support promotion or for succession planning in key skill shortage areas
- at individual level – remedying skill or knowledge gaps

Please contact us if you if you require advice or assistance.

## Next Steps

Please complete the Membership Form contained within this booklet and return to:

Accounts Dept.

OTC

Lees Road

Oldham OL4 1JP

On receipt of your Membership application form you will receive:

- A letter of membership approval
- An invoice will be issued on approval of annual membership for £100 plus vat.
- You will receive a Membership Certificate and a membership number
- OTC's Employer Engagement Consultant will contact you to discuss how you can maximise your membership

Meanwhile if you have any further queries, please contact us on  
0161 624 5360 or email: [info@otctraining.co.uk](mailto:info@otctraining.co.uk)



# Application for Membership 2018-2019



|  |                                     |
|--|-------------------------------------|
| <b>Company Nominated Representative:</b> |                                     |
| <b>Job Title:</b>                        |                                     |
| <b>Company Name:</b>                     |                                     |
| <b>Address:</b>                          |                                     |
|  |                                     |
|  |                                     |
| <b>Postcode:</b>                         |                                     |
| <b>Telephone Number:</b>                 |                                     |
| <b>Email address:</b>                    |                                     |
|  |                                     |
| <b>For office use only:</b>              | <b>Fee paid / Fee waived *</b>      |
|  | <b>Membership number allocated:</b> |

We/I the undersigned agree to the terms and conditions for membership of the Oldham Engineering Group Training Association Ltd., trading as OTC.

## Company Profile Summary

**No. of employees:**

**0 – 50**

**51 – 100**

**101 +**

*(Please indicate)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*\* for clients who have health and safety consultancy packages*

## Membership Terms and Conditions

1. Agree to abide by the membership requirements of Oldham Training Centre as set out in its Memorandum and Articles of Association (a full copy of which is available upon request).
  - To pay the annual membership fee (£100) when due.
  - To give one months' notice if you wish to terminate membership.
  - To nominate a representative to attend and vote at the OTC Annual General Meeting. You are entitled to one vote at any such meeting.
  - We will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to our terms and conditions; the current rate of interest is 8% plus the Bank of England base rate.
2. You will receive regular updates of all course and funding opportunities and invitations to any event held by OTC.
3. Complete a Membership application form, where changes have occurred to company contacts or details.