



**2020-2021
Workshops**

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Searchlight Academy workshop programme 2020-21

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About the Searchlight Academy workshop programme

Searchlight runs an ongoing programme of training workshops across the UK at which you can book places for individual members of staff or small groups.

This brochure lists what's coming up where and when (and where), and explains a bit about how the Searchlight Academy Workshop Programme works.

Obviously, with the effects of the Covid-19 pandemic still very much a fact of life at the time of writing, some of the workshops listed may be subject to change. We will always give you as much notice as possible if this is likely to happen.

Sending your staff to Searchlight Academy training workshops helps you:

- Ensure your staff achieve perform at maximum effectiveness
- Address some of the key technical and business issues your firm faces
- Ensure your staff are competent for their job roles as the regulator requires
- Fill in the knowledge and skills gaps holding your staff back
- Enable your staff to qualify for CII CPD hours, where applicable

They cover:

- Technical insurance knowledge and skills
- Exam learning and revision
- Regulation and compliance
- Management skills
- Business skills
- Financial skills
- Sales and marketing skills

Full descriptions of all of the workshops listed can be found on our website, www.searchlightsolutions.co.uk, where you can also book delegate places at upcoming workshops online. Alternatively, you can book places by emailing training@ssluk.net or by phoning us on **01372 361177**.

Can't find the workshop you're looking for?

We're continually updating and adding to our workshop programme. So if there are other topics you would like to see in the programme, please let us know, and we'll add these to the current schedule. Any of the workshops we offer can also be run as an in-house workshop purely for your own staff - or we can develop and deliver bespoke courses specifically tailored to your needs. Contact us for more information at training@ssluk.net, or on **01372 361177**.

Hosting a workshop could save you money

If you want to stretch your training budget, and you have four or more delegates who could benefit from attending the same workshop, why not **host the workshop** and receive a substantial discount in return. Call us on **01372 361177** to find out more.

Save money with our Loyalty Scheme

If you're a regular customer our popular loyalty scheme can help you maximize the cost-effectiveness of their training spend. To take advantage of specially discounted rates, simply pay a lump sum up front and we'll reduce the cost of all open-market training you book.

Cost	Discount*
£3000	10%
£5000	20%
£10000	30%

** Discount applies to all open market courses, and is valid for 12 months or until the budget is used up, whichever happens first.*

Searchlight Academy online learning

We also offer access to learning materials on over 100 different topics via our dedicated e-learning platform. Alternatively, we can provide you with e-learning courses on technical and regulatory topics to sit on your own LMS system. To find out more, contact us at searchlightacademy@ssluk.net

Don't forget Searchlight can also provide CII exam revision for **ALL CII subjects**, including financial services topics. Our revision courses provide CII exam candidates with valuable assistance in the weeks leading up to the exam.

As always, we welcome your feedback. Please let us know if you can't find the workshop you're looking for in your region - or if there's anything else you need that you can't see - and we'll always do our best to help.

Technical Insurance	Region	Date	Cost (ex VAT)
<u>Application of Insurance Principles</u>	London	17-Nov-20	£205.00
<u>Aviation Insurance - Introduction</u>	London	07-Sep-20	£205.00
	London	03-May-21	£205.00
<u>Binding Authority Management</u>	London	05-Oct-20	£205.00
	London	10-Feb-21	£205.00
<u>Business Interruption Insurance - Introduction</u>	London	27-Oct-20	£205.00
	London	04-Nov-20	£205.00
	London	27-Jan-21	£205.00
	Manchester	23-Feb-21	£160.00
<u>Business Interruption Insurance - Intermediate</u>	London	21-Oct-20	£210.00
	London	12-Jan-21	£210.00
<u>Business Interruption Insurance - Advanced</u>	London	09-Sep-20	£235.00
	London	22-Oct-20	£235.00
	London	04-May-21	£235.00
<u>Claims - Intermediate</u>	London	01-Oct-20	£210.00
<u>Commercial Claims Handling – Intermediate</u>	London	07-Oct-20	£210.00
	London	18-May-21	£210.00
<u>Commercial Insurance - Introduction</u>	London	11-Feb-21	£205.00
<u>Commercial Insurance - Intermediate</u>	Birmingham	13-Oct-20	£170.00
	Leicester	25-Aug-20	£170.00
	London	10-Nov-20	£210.00
	London	04-May-21	£210.00

<u>Commercial Property Insurance - Introduction</u>	London	08-Sep-20	£205.00
	London	05-May-21	£205.00
<u>Commercial Property Insurance - Intermediate</u>	London	28-Oct-20	£210.00
<u>Commercial Property Insurance - Advanced</u>	London	16-Oct-20	£235.00
<u>Construction Insurance - Introduction</u>	London	13-Oct-20	£205.00
	London	20-Apr-21	£205.00
<u>Contractors Insurance - Advanced</u>	London	17-Nov-20	£235.00
	London	27-May-21	£235.00
<u>Contractors Liability Insurance - Introduction</u>	London	08-Sep-20	£205.00
	London	01-Jun-21	£205.00
<u>Contractors Liability Insurance - Intermediate</u>	London	30-Mar-21	£210.00
<u>Contractors Liability Insurance - Advanced</u>	London	01-Dec-20	£235.00
	Bristol	04-Dec-20	£200.00
	London	13-May-21	£235.00
<u>Contract Works Insurance (Contractors All Risks) – Intermediate</u>	London	24-Nov-20	£210.00
	Leeds	06-Oct-20	£170.00
<u>Cyber Risks Insurance – Introduction</u>	Ipswich	25-Nov-20	£160.00
	London	21-Jan-21	£205.00
<u>Cyber Risks Insurance - Intermediate</u>	London	24-Nov-20	£210.00

<u>Cyber Risks Insurance – Advanced</u>	Manchester	15-Oct-20	£235.00
	London	28-Oct-20	£235.00
	London	05-Nov-20	£235.00
<u>Cyber Risks Insurance (understanding the relationship)</u>	Manchester	01-Sep-20	£160.00
	London	20-Nov-20	£205.00
<u>Directors and Officers Liability Insurance - Introduction</u>	Bristol	06-Aug-20	160.00
	London	21-Oct-20	£205.00
<u>Energy, Oil and Gas Insurance</u>	London	19-Nov-20	£205.00
<u>Global Insurance Introduction</u>	Leicester	29-Sep-20	£160.00
	Leicester	14-Apr-21	£160.00
<u>High Net Worth Insurance - Introduction</u>	London	01-Oct-20	£205.00
	London	31-Mar-20	£205.00
<u>Introduction to Insurance</u>	Birmingham	08-Sep-20	£160.00
	London	14-Oct-20	£205.00
	London	09-Feb-21	£205.00
<u>Insurance Basics (3 day programme)</u>	London	22-Sep-20 to 24-Sep-20	£595.00
	London	02-Feb-21 to 04-Feb-21	£595.00
<p>*Now also available: <u>Online Insurance Basics Programme</u> – to complement the face to face programme. This can be used as a supplement/follow-on to the face-to-face training to ensure your new starters' learning is embedded or as a separate stand-alone online learning. Contact us today for details: training@ssluk.net or 01372 361177</p>			
<u>Kidnap, Ransom and Personal Security</u>	London	08-Oct-20	£205.00
	London	20-May-21	£205.00

<u>Liabilities (Understanding the relationship between PI, D&O and General Liabilities and recognising gaps in cover)</u>	London	03-Nov-20	£205.00
	London	15-Apr-21	£205.00
<u>Liability Insurance - Introduction</u>	London	16-Sep-20	£205.00
	London	18-Nov-20	£205.00
	London	11-May-21	£205.00
<u>Liability Insurance – Intermediate</u>	London	20-Oct-20	£210.00
	Bristol	08-Dec-20	£170.00
<u>Marine Cargo and Goods In Transit Insurance - Introduction</u>	London	06-Oct-20	£205.00
	London	06-May-21	£205.00
<u>Motor Fleet Insurance - Introduction</u>	Ipswich	30-Sep-20	£160.00
	Ipswich	13-May-21	£160.00
<u>Motor Fleet Insurance - Intermediate</u>	Leicester	01-Dec-20	£170.00
<u>Motor Fleet Insurance - Advanced</u>	London	08-Oct-20	£235.00
<u>Motor Insurance Claims – Introduction</u>	London	29-Sep-20	£205.00
<u>Motor Trade Insurance - Intermediate</u>	Leicester	01-Dec-20	£170.00
<u>Motor Trade Insurance - Advanced</u>	London	15-Sep-20	£235.00
<u>Professional Indemnity Insurance - Introduction</u>	London	27-Oct-20	£205.00

<u>Professional Indemnity Insurance – Intermediate</u>	Bristol	10-Sep-20	£170.00
	Birmingham	24-Sep-20	£170.00
	Ipswich	20-Oct-20	£170.00
	London	25-Nov-20	£210.00
	London	22-Apr-21	£210.00
	Bristol	19-May-21	£170.00
<u>Professional Indemnity Insurance – Advanced</u>	London	22-Sep-20	£235.00
<u>Property Owners Insurance - Intermediate</u>	Bristol	02-Sep-20	£170.00
	London	15-Sep-20	£210.00
	Bristol	13-Apr-21	£170.00
	London	05-May-21	£210.00
<u>Reinsurance - Introduction</u>	London	01-Sep-20	£205.00
<u>Residential Property Owners Insurance - Intermediate</u>	London	14-Jan-21	£210.00
<u>Trade Credit Insurance - Intro/Interm</u>	London	03-Dec-20	£205.00
	London	11-Nov-20	£205.00
	London	12-May-21	£205.00
<u>Waste/Recycling Insurance</u>	London	09-Sep-20	£205.00
<u>Underwriting and Risk Assessment - Intermediate</u>	London	15-Oct-20	£210.00
<u>Underwriting - Introduction</u>	London	12-Nov-20	£205.00

Exam Learning and Revision

	Region	Date	Cost (ex VAT)
<u>CII Award in London Market Insurance – LM1</u>	London	06-Oct-20	£235.00
<u>CII Award in London Market Insurance – LM2</u>	London	30-Oct-20	£235.00
<u>CII Diploma: MO5 Insurance Law – Revision only</u>	London	01-Sep-20	£235.00
	London	27-Nov-20	£235.00
	London	02-Feb-21	£235.00

Management Skills

	Region	Date	Cost (ex VAT)
<u>Essentials of Management – Day 1</u>	London	10-Sep-20	£205.00
Can be combined with Day 2 or as a stand-alone course	London	05-Nov-20	£205.00
<u>Essentials of Management - Day 2</u>	London	08-Oct-20	£205.00
Can be combined with Day 1 or as a stand-alone course	London	10-Dec-20	£205.00
<u>Introduction to Management</u>	London	17-Nov-20	£160.00
	London	28-Jan-21	£205.00
	London	18-May-21	£205.00
<u>Managing Difficult People</u>	London	29-Jul-20	£205.00

Regulation and Compliance

	Region	Date	Cost (ex VAT)
<u>Extending the Senior Managers & Certification Regime (SMRC) a.m. only</u>	London	08-Sep-20	£195.00
<u>Introduction to Compliance (half day)</u>	London	tbc	£195.00

Business Skills	Region	Date	Cost (ex VAT)
<u>Communication Skills</u>	London	14-Sep-20	£205.00
<u>Letter and Report Writing Skills</u>	London	05-Aug-20	£205.00
	London	14-Apr-21	£205.00
<u>Personal Assertiveness and Effectiveness</u>	London	24-Nov-20	£205.00
	London	08-Jun-21	£205.00
<u>Time Management</u>	London	05-Oct-20	£205.00
<u>Train the Trainer</u>	London	10-Sep-20	£205.00

Sales and Marketing Skills

	Region	Date	Cost (ex VAT)
<u>Sales Skills For Account Executives Day 1</u>	London	25-Nov-20	£205.00
<u>Sales Skills For Account Executives Day 2</u>	London	26-Nov-20	£205.00

Why not try one of our consultancy services

Compliance consultancy

We help insurance firms of all types and sizes achieve FCA authorisation, manage their regulatory obligations, and empower their staff with focused compliance training.

Our compliance consultants are experienced subject matter experts who can provide effective assistance across a broad range of subjects. Because we're **members of the Association of Professional Compliance Consultants** you can count on Searchlight to adhere to the strictest professional standards and use only proven, experienced, and qualified consultants.

Learning and development consultancy

Whatever your L&D needs, Searchlight can help.

For example, you might be looking to carry out a training needs analysis. Our comprehensive and flexible TNA service will help you carry out a detailed assessment of your firm's training needs. It provides you with a thorough analysis and detailed recommendations, and comes with a model training and development plan.

Alternatively, you might be looking to put a competency framework in place. We can help you gain a better understanding of how these work and how to determine the approach that works best for your business. That way you can be sure you have a framework that's genuinely tailored to the specific activities your firm engages in and all the tasks that make up your staff's daily roles.

Outsourced training management

Outsourcing your training management function to an expert provider like Searchlight frees your firm from headache and hassle of managing the training cycle, allowing you to concentrate on your core business activity.

Searchlight can handle the entire training management and administration process for you. The process starts with a strategic review and analysis. We'll evaluate your training requirements and compile a tailored training plan. Once you've signed this off, we can take on the management, administration, and record keeping for the whole training process.

We'll ensure your staff are always fully competent to satisfy regulatory requirements, whilst embedding intelligent talent management into the fabric of your business.

Contact us for more information and a no-obligation review on 01372 361177, or email training@ssluk.net

Appendix: Terms and Conditions

SEARCHLIGHT SOLUTIONS LIMITED ("the COMPANY") CONDITIONS OF SALE FOR OPEN MARKET TRAINING

1. DEFINITIONS

In these conditions, except where the context otherwise requires, the following words shall have the meanings set opposite each respectively:

The "Buyer" – the person, firm or company with whom the Company contracts;

The "Contract" – the contract made or to be made between the Company and the Buyer;

The "Services" – the provision of services (including but not limited to training services) in accordance with the Contract.

2. PAYMENT

The workshop fees must be paid in full at the time of the booking. The Company reserves the right to re-allocate the course place to another delegate if the fees are not paid on time. Failure to receive the course fees in adherence with these terms means that the Company reserves the right to request payment on the day of the training.

3. LATE PAYMENT

In the event of late payment, the Company reserves the right to charge interest on all outstanding amounts at the rate of 2% per calendar month or part thereof from the last date that payment was due to the date that payment is made.

4. FEES

All fees will be confirmed to the Buyer before confirmation of the booking is made.

5. TRANSFERRING PLACES/CANCELLATION OF BOOKING

Should the Buyer wish to cancel the booking, transfer the booking to an alternative course or replace the delegate, please contact the Company as soon as possible on 01372 361177 or email training@ssluk.net. A £35 + VAT administration charge per delegate per day will apply to any changes made.

The refunding of any fees paid or due for the course will be subject to the charges laid out in the table below. Please note this does not affect the Buyer's statutory rights.

Notice given (Number of Working Days)	Charge (Percentage of course fees)
1 to 5	100%
6 to 10	50%
11 to 20	25% (subject to a £35 + Vat minimum charge)
21+	£35 (+ VAT) administration charge per delegate place

6. CANCELLATION OF TRAINING BY THE COMPANY AND CHANGES TO CONTENT

The Company will use all reasonable endeavors to deliver courses in accordance with the information provided. However, the Company reserves the right to cancel courses in appropriate circumstances. These normally occur only when there are insufficient delegates to make the course viable. However, there may be other instances beyond the Company's control, which make it necessary for a course to be cancelled at any time. In all these cases, the Company will use its reasonable endeavors to provide a suitable alternative course and to minimize inconvenience to delegates. If a course is cancelled by the Company, any fees paid to the Company will be refunded in full unless a suitable alternative course has been provided. Please note the Buyer is advised not to book any transport tickets or hotel accommodation until receiving confirmation that the course is proceeding (which will be with the issuing of the full Joining Instructions) as the Company is unable to reimburse these if the course is cancelled.

The course content is continuously updated and improved and the Company reserves the right to alter any of the content without prior notice.

7. CHANGE OF TRAINER

Whilst every reasonable effort will be made to use the services of a requested or nominated trainer, the Company reserves the right to substitute an alternative trainer at its sole discretion.

8. COPYRIGHT AND CONFIDENTIALITY

All content and material relating to the Company training is confidential and all materials are copyrighted. By requesting us to undertake training for you the Buyer undertakes to use the materials for their own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited. The recording (audio or visual) of any Company training courses is prohibited. Any person who attempts to record any presentation will be considered in breach of copyright.

9. COURSE NOTES AND TRAINING

The notes and training for the courses cannot be relied upon for legal interpretation. Neither the Company, its agents, employees, trainers or consultants can accept responsibility for delegates' actions, or those of other people reading the course notes or interpreting the training in litigation, nor responsibility for any loss incurred as a result of relying on the training or the training notes.

10. GOVERNING LAW AND JURISDICTION

This contract shall in all respects be governed by and construed in accordance with English law, and the Company and the buyer shall submit to the exclusive jurisdiction of the English Court.

If you would like to book a place on any of our workshops,
visit our website www.searchlightsolutions.co.uk and book online,
email us at training@ssluk.net or
call 01372 361177 and let us do it for you!