



WELCOME TO THE WORKPLACE MENTORING Overview



WELCOME TO THE WORKPLACE MENTORING

What is it?

The Operations Control Centre, or indeed any office environment can be difficult to navigate in the beginning. People not used to this style of work can often struggle in the early months as they adapt to new ways of working.

This could be someone from a non-office dynamic (i.e. a new starter from Ground Ops) or someone taking the first steps in their career.

This mentoring package is designed to support those new to this environment and to expedite and ease their transition in to a new working dynamic.

There is also the option to accompany this package with a Level 2 Diploma in Business Administration.



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What's included?



Duration: 6 months.

Contact: Fortnightly 121 online sessions.

Self-Study: Guided learning, research and reflection throughout.

Platform: The whole process is managed through our online Learning Management System (LMS).

Management oversight: Line Managers will be added to the LMS in order to review progress.

Assessment: Competency based assessments are included throughout, future proofing against EASA NPA 2023-01 and ICAO Doc 10106.

MODULES Covered



Self-awareness



Using Feedback



Personal Development



Personal Development
Planning



Effective
Communications



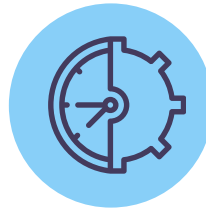
Communications at
Work



Writing Styles



Communications
Exercises



Time Management



Applying Time
Management



Software Skills



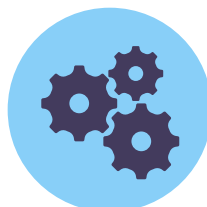
Software Efficiency



Relationship
Management



Culture



Me and My Role



Non-Technical Skills

Meet **THE TEAM**



Gemma Aiuto-Turner

Chief Executive Officer

Gemma's aviation career began in 2001. After spending 4 years in the RAF, Gemma has spent time within General Operations, Private Jets, and Scheduled operators as a Duty Operations Manager before specialising in OCC training. 6 years ago; Gemma set up Crosby Aviation Training to support the Operations Control's continued professional development across the UK and European. Since then, Gemma has been awarded 'Trainer of the Year' and supported EASA with their training provision and many others.



Rich Coopey


Chief Operating Officer


Rich's aviation career began in 2004 when he joined the RAF aged 18. The next 12 years were spent in an operational environment, culminating in a re-branch to SNCO Fighter Controller. Since leaving, Rich has spent time with scheduled operators and over 5 years at a mixed non-schedule, part SPO and SAR operator, leaving his supervisor role in 2016. Rich is also a fully qualified Crew Resource Management Trainer (CRMT), with over 4 years experience delivering to a diverse range of roles.



CONTACT US

For Further Information

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