

MICHELLE SUMMERSON

TEL: 07887 676744

E:MAIL MICHELLE@MORLEY-ASSOCAITES.COM



EDUCATION

POSTGRADUATE CERTIFICATE IN MANAGEMENT LEARNING

BTEC PROFESSIONAL DEVELOPMENT CERTIFICATE IN MANAGEMENT

CERTIFICATE IN TRAINING & DEVELOPMENT

CERTIFICATE IN TRANSACTIONAL ANALYSIS

CUSTOMER SERVICE NVQ LEVEL 3

PROFESSIONAL EXPERIENCE

OCTOBER '98 – PRESENT

MORLEY ASSOCIATES - PARTNER

PLANNING, PREPARATION AND DELIVERY OF A RANGE OF MANAGEMENT TRAINING AND DEVELOPMENT PROGRAMMES FOR NUMEROUS NATIONAL AND INTERNATIONAL ORGANISATIONS.

DESIGN AND DELIVERY OF A NATIONALLY ADOPTED SALES TRAINING PROGRAMME FOR THE CONSTRUCTION INDUSTRY

MANAGEMENT OF MAJOR CLIENT ACCOUNTS INCLUDING ALL NEGOTIATIONS AND PLANNING CLIENTS INCLUDE:

NETWORK RAIL – DESIGN & DELIVERY OF A LEADERSHIP COMMUNICATIONS PROGRAMME FOR APPROX 900 SENIOR MANAGERS

CIBA SPECIALTY CHEMICALS (INTERNATIONAL)

DESIGN & DELIVERY OF MANAGEMENT DEVELOPMENT PROGRAMMES, TEAM BUILDING WORKSHOPS & LEADERSHIP PROGRAMMES TO ALL LEVELS OF THE ORGANISATION. SKANSKA CONSTRUCTION

DESIGN & DELIVERY OF A SENIOR LEADERS MANAGEMENT DEVELOPMENT PROGRAMME

TARMAC

DESIGN & DELIVERY OF A SALES TRAINING PROGRAMME

JARVIS RAIL

DELIVERY OF A SENIOR TEAM DEVELOPMENT PROGRAMME

CALDER HIGH SCHOOL

DELIVERY OF A SENIOR TEACHERS & HEADS OF FACULTY DEVELOPMENT PROGRAMME RIDGEWAY HIGH SCHOOL

DESIGN & DELIVERY OF A SENIOR TEACHERS & HEADS OF FACULTY DEVELOPMENT

MICHELLE SUMMERSON

AUGUST '95 – OCTOBER '98

SJJ CONSULTANTS - BUSINESS DEVELOPMENT MANAGER

MANAGEMENT OF MAJOR CLIENT ACCOUNTS, INCLUDING ALL NEGOTIATIONS, PLANNING & ACCESSING OF AVAILABLE FUNDING

MANAGEMENT & DEVELOPMENT OF A SMALL TEAM DEDICATED TO IMPROVING CUSTOMER SERVICE AND INCREASING BUSINESS INCOME

UNDERSTANDING AND SELLING A RANGE OF NATIONAL VOCATIONAL QUALIFICATIONS, FUNDED BY LOCAL TRAINING AND ENTERPRISE COUNCIL'S.

JULY '93 – AUGUST '95

BARNSELY CHRONICLE - TELE-SALES SUPERVISOR

JUNE '89 – JULY '93

CO-OPERATIVE BANK - BACK OFFICE CLERK

