

Welcome to the Kitchen Cupboard

We each have a different recipe for learning. The Kitchen Cupboard gathers together all the ingredients on offer at COOK in one place, from internal courses and workshops, to online tools, books, and a budget for external training, conferences and professional qualifications. So jump in and take a look.

It's up to you to put together the ingredients you need for your own personal recipe.

Just ask if there's an ingredient missing, and we'll do our best to add it.



✧ The Kitchen Cupboard ✧

Training Budget

Request funding to support:

Professional Qualifications
(e.g. accountancy exams)

External Courses
(specialist external training)

External Conferences
(industry specific events)

• Development Programmes •

Apply to be part of a formal programme relevant to your role:



• Learning Workshops •

Sign up for sessions in lots of different topics arranged under 8 themes:



Learning Resources

Feed your curiosity with extra learning resources:



Check out our Learning Library, borrow a book or find a podcast recommendation

Explore Online Learning at Future Learn

For further learning, there are a range of online learning tools that could be useful.

www.futurelearn.com/courses

Click on each section to read more

Scroll  Down

Development Programmes

We run these development programmes for sustained learning as part of a cohort.

We'll let you know when we open applications as the offering and the timings of these tend to change year to year.



If you're looking to progress, the Office Academy is a great way to develop your professional skills, grow your knowledge, invest in your personal development and build a support network of like-minded people who are also on that journey.



A chance to develop leadership or vocational training as part of a cohort, the Ops Academy gives you the opportunity to meet experts from right across COOK, build relationships, and get stuck into project work.



The Retail Academy is a spring board for growth within retail. The academy is geared to support you to grasp new opportunities by building your confidence and your connections right across the business through classroom learning and project work.



The Leadership Academy exists for senior leaders at COOK to deepen their business knowledge and skills, explore how they lead themselves and others, and play a leading role in contributing to a project that will shape the future of COOK



Our RAW Talent scheme offers people who are facing barriers to employment, support to succeed at work. To find out more, email rawtalent@cookfood.net



Our apprenticeship programmes enable you to gain recognised qualifications and essential vocational skills. We use trusted partners to ensure your learning 'off the job' is of the highest standard. Apprenticeships range from school leaver to degree level learning.

COOK Training Budget

Although we have a lot of knowledge in house that we love sharing, there's some stuff we need to learn about from other people. The COOK training budget exists to offer support for:



If there is a piece of training, course or conference that you are interested in, or a professional qualification you'd like to pursue, please speak to your head of department.

To apply, we ask you to email the l&d team at learning@cookfood.net with 3 clear reasons why it will benefit your role, and let your manager know.

There are always limitations, but we love supporting training requests where we can.

Learning Resources

We have a growing learning library at COOK with a range of books you can borrow to feed your curiosity and grow your knowledge.

These include titles that have influenced decisions we have made as company, and that have inspired individuals.

These are free to borrow at any time, just contact sophie.bowen@cookfood.net.

We also have a list of podcast recommendations we'd love to share.

If you have a request for a book you'd like to see in the Learning Library, please do just get in touch!



Scroll  Down

 Back To Kitchen Cupboard

Online Learning

For further learning, there are a range of online learning tools that could be useful.

We recommend Future Learn which offers a range of different courses, many closely linked to university courses. And the best thing - it's totally free!

Explore their range of courses - from project management and leadership essentials, to Household finances, strengthening your digital skills, getting up to speed on GDPR, or improving your language skills.

www.futurelearn.com/courses

Log into future learn and set yourself up an account for access to an amazing range of learning opportunities. Please let us know when you have completed a course, and be in touch if you would like COOK to pay for your certification at the end



Scroll  Down

 Back To Kitchen Cupboard

Learning Workshops

We've grouped the training we offer internally into 8 themes. Do read below to explore the individual workshops available in each and to find out more about specific workshops. If there's something you can't see, please do let us know.



All the best learning starts from understanding who you are. Learn more about what makes you, you.



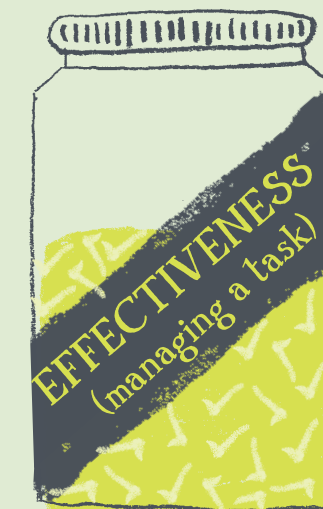
Workshops to discover your own route to being the best leader you can be.



Understand how you best work with others and discover how your differences make you stronger.



How to breathe life into great ideas and bring others along with you.



A collection of practical workshops to help you with everyday tasks.



Sharpen your communication skills to build better relationships and make things happen more effectively.



From pensions to painting, develop practical, fulfilling and fun skills for life.



Understand all the pieces in the COOK puzzle and take a look behind the scenes.

Learning Workshops

On the next page you'll find a full list of the workshops we offer in house. Do take a browse. Our more popular workshops run on a regular basis, but if you spot anything you're interested in, please email learning@cookfood.net and we will try our best to accommodate requests based on the level of demand.

To find out about workshops we already have planned, take a look at the learning wall or check out the Inside Scoop for weekly updates.

Not sure where to start?

See our
COOK FAVOURITES
for our most popular
workshops

Find out how to
BUILD YOUR RECIPE
for learning

← These are
clickable!

Learning Workshops

 KNOWING YOURSELF	 LEADING OTHERS	 WORKING WELL TOGETHER	 INNOVATION & IDEAS	 EFFECTIVENESS (managing a task)	 COMMUNICATION	 LIFE SKILLS	 COOK KNOW HOW
Confidence	Intro to Leadership at COOK	Crucial Conversations	Vision	Project Management	Negotiation	Money Matters	Commercial drivers at COOK
Super Strengths	How to Lead a Team away day	Emotional Intelligence	Strategy	Time Management	Listening	Mental Health First Aid	Understanding COOK Financials
Values	Values Based Recruitment	ROCK Method to manage team responsibilities		How to use SMART goals	Influencing	Nutrition	COOK's History
Stressbusters	Confidence to Lead	Intro to MBTI workshop		Excel	Intro to Coaching	English Lessons	Kitchen Tour
Daring to think BIG (Intro to Dreams)	How to have Career Conversations	Intro to BELBIN workshop		Powerpoint	Presentation Skills	Pensions	Now that's what I call COOK Board Game
Break a habit, build a habit				Outlook	Report Writing	& a whole host of fun and creative workshops	COOK's Essential Ingredients
Cultivating a Growth mindset				Making the most of a meeting			Purpose & Impact
Insights							
SMART goals for my career							
Resilience							

Scroll  Down

 = Workshops provided by one of our training partners

Build Your Recipe For Learning

You can use the Kitchen Cupboard to build your own recipe for learning.

Start with a Selfie, reflect on your areas of interest, the feedback you've received and where you want to develop next. Then explore the learning workshops to see where these can help you develop and what you'd like to focus on. This could be a plan for 6, 12 or 18 months. Your recipe might include workshops from a range of areas, or they could be quite focussed.

Example for how to build your own recipe...

'this year, I have identified that I would like some support with':


Super Strengths + Listening + Crucial Conversations

Ideas for potential recipe combinations...

Everyone will have a unique recipe for learning, but there might be points in your career where a certain combination is useful- see below for some ideas.

New Managers	New To Work/ Back To Work	Career Planning/ Structure	Someone Feeling Overworked
Intro to Leadership at COOK	Confidence	Super Strengths	Stressbusters
Confidence to Lead	Time Management	SMART goals for my career	Time Management
Making the most of a meeting	How to use SMART goals		Resilience
Influencing	Outlook		

Scroll  Down

 Back To Learning Workshops

COOK Favourites...

Stuck for where to begin? Try starting with one of these tried-and-tested workshops that people have found really rewarding...

Confidence	Intro to Leadership at COOK	Crucial Conversations	Project Management	Listening
Super Strengths	Values Based Recruitment	ROCK Method to manage team responsibilities	Time Management	Intro to Coaching
Values			Excel	
SMART goals for my career			Outlook	

"It was easy to understand and though I was nervous at the beginning I came out feeling so much more confident"

"It was an amazing step away from the day job to spend time with people from other teams"



All the best learning starts from understanding who you are. Learn more about what makes you, you.

CONFIDENCE

Challenge your limits, don't limit your challenges.

This workshop will boost your belief in yourself and help you to overcome the voices in your head that hold you back from being your best. You'll come away with some exercises to focus on celebrating your successes and strengthening your support network.

SUPER STRENGTHS

Everyone has super strengths, ever wondered what yours are? This workshop will help you unlock the things you're great at. We will identify your natural talents and the strongest skills you've developed so far, so you can suss out what your super strengths are. Once you've identified them, you can use your strengths to your advantage!

VALUES

Values are what make you, you. Once you know and understand your values you're in a better place to build a happier life and career. Throughout the workshop we will help you understand why values are important, identify what your values are, and explore how you could live them more in your everyday life.

STRESSBUSTERS

Stress is natural and can be inevitable, but stress can take a toll on your health and effectiveness. This workshop will give practical advice on how to de-stress and a safe space to re-set (and realise that you're not the only one feeling like you do).

DARING TO THINK BIG

When was the last time you dared to think big? This workshop will let you put aside the distractions of everyday life and focus on what you really want. Only one person can be responsible for making your dreams happen: YOU. We will explore why we get in the way of our own dreams and put steps in place to make them feel that little bit more achievable.

HABITS

Do you have bad habits that you'd like to banish? Or new habits you wish that you could make stick? This workshop will help you understand how habits are helping or hindering you, how they're formed and reinforced, and give you practical tips on how to change them into something more useful.

GROWTH MINDSET

This workshop will take a deep dive into the book 'Mindset' by Carol Dweck, exploring her idea of a fixed vs a growth mindset. The aim is to come away understanding why making changes towards a growth mindset will help you to be more resilient and to learn more every single day.

INSIGHTS

The Insights survey- a clever psychometric tool- uses a simple four colour method to help you understand your style, your strengths and what you bring to a team. It will help you understand how you and others behave so you can deepen your relationships and work more effectively. This workshop helps you explore your findings and reflect on the ways of working to best suit your style.

SMART GOALS FOR MY CAREER

Do you know what your next challenge is going to be at work? Are you looking to push yourself out of your comfort zone? Would you like some support setting clear goals to help you make progress? This workshop will give you some tools to help you gain greater clarity about what direction you want to go in and put you right in the drivers' seat to work out how to get there.



Workshops to help you discover your own route to being the best leader you can be.

INTRO TO LEADERSHIP AT COOK

This workshop maps out our framework for leading each other at COOK, introducing you to how to use our Essential Ingredients for Leadership to guide us through leadership decisions. It is as relevant to the CEO as to a team leader or anyone else who leads at COOK.

HOW TO LEAD A TEAM AWAY DAY

Away days are really important for building relationships outside of a work environment.

If you're looking for a bit of guidance in how to facilitate them, then come along to this workshop that will give you the confidence to run excellent sessions.

VALUES-BASED RECRUITMENT

Our values are important for creating and maintaining our culture, so we link our interviews to the Values to ensure we stay true to them in our recruitment choices. In this workshop you will be taken through the whole recruitment process, focussing on how to keep our Essential Ingredients at the forefront of all decisions.

CONFIDENCE TO LEAD

Struggle to see yourself as a leader? Discover how to get out of your comfort zone so you can build the confidence to be a great leader.

HOW TO HAVE CAREER CONVERSATIONS

Helping people to develop and thrive is the responsibility of any leader at COOK. It is also a privilege. This workshop guides you through some ideas and suggestions for how to have effective career conversations with your team.



Understand how you best work with others and discover how your differences make you stronger.

CRUCIAL CONVERSATIONS

Is there a conversation you're putting off having? An issue you need to tackle but don't know how? Worried about upsetting someone? This practical workshop that will give you reassurance, confidence and courage to tackle the difficult stuff well.

EMOTIONAL INTELLIGENCE

Better understand yourself and how others work. This introduction to emotional intelligence will give you simple ways to notice and change your own behaviour, as well as understanding the behaviour of other people and how it might be different from your own.

ROCK

Working on a project but you're not sure who does what? Clarity is precious and this workshop should help get you there! Using 4 key roles to bring clarity to different people's responsibilities, the ROCK workshop helps you cut through the confusion and allocate clear responsibilities so it's easy to see who is doing what in your project team.

INTRO TO MBTI

Struggle to see yourself as a leader? Discover how to get out of your comfort zone so you can build the confidence to be a great leader.

INTRO TO BELBIN

Too often we focus on the task and not the people. This introduction to the Belbin Team Roles will help you to identify how people in your team contribute and interrelate when working together. Once you recognise individuals' strengths you can harness them for the benefit of the wider team.



How to breathe life into great ideas and bring others along with you


VISION

Change starts with a clear idea- a vision. But how do you take these ideas and bring them to life? This workshop helps you to flesh out what your ideas really are so you can turn them into a reality. It will help you see how you can inspire others with your vision and bring people with you along the way.

STRATEGY

What is strategy? How does it work at COOK? Come along to this workshop for a strategy 101. Learn some brilliant tools for honing your strategic skills, explore killer strategic questions, and look at ways to build plans of action.

Scroll  Down

 [Back To Learning Workshops](#)



A collection of practical workshops to help you ace every day tasks

PROJECT MANAGEMENT

This practical workshop will explore the process of managing a project, sharing best practice. working through a project scoping document in detail to give you the confidence to go away and do one on your own so you can oversee a project from kick off to delivery.

TIME MANAGEMENT

This workshop sets out to help you understand what really matters- getting you clear on your priorities and getting the right balance to focus on your core and satellite tasks. It will give you tools to manage your energy, yourself, and your time, as well as tricks for making the most of your time when you get down to it...

SMART GOALS

When you're running a project, effective targets are paramount. This workshop explores the power of SMART goals to help you succeed in managing projects of all shapes and sizes showing you how to build big plans with bite size achievable targets.

EXCEL

We can provide excel training for all confidence levels and abilities. Whether you are an absolute beginner or looking for some specific technical training, we can tailor this training to allow you to make spreadsheets work for you.

POWERPOINT

Learn basic PowerPoint tools for creating beautiful slides, formatting and animating- including using the COOK branded templates. Explore tools within PowerPoint for running a successful presentation. If you're a beginner or a little out of practice, with this workshop, no-one will ever know!

OUTLOOK

Get the most from Outlook with this workshop trio. Explore how to better use Outlook as part of your external brain- be kind to your future self by planning ahead with some nifty tips and tricks for your inbox and your calendar.

MAKE THE MOST OF A MEETING

Designed for anyone involved in regular meetings or 1-1's, this workshop explores the ground rules of making the most of a meeting, shares hot tips, and prompts you to think about how you communicate effectively. Whether you're new to meetings or keen to hone your skills, this workshop will help you to see how you can achieve your meeting objectives calmly, effectively and enjoyably.



Sharpen your communication skills to build better relationships and make things happen more effectively.

NEGOTIATION

Negotiation is knowing what you want, going after it AND respecting others in the process. This workshop will give you a clear framework within which to have these conversations.

LISTENING

When was the last time you really listened to your team? In a busy world, with a lot to do, we don't spend enough time listening. And listening well is a skill that we can practice and learn. This interactive workshop demonstrates how listening can make a huge impact, not just on you, but for the person being listened to as well.

INFLUENCING

In this workshop you will explore who and why you would like to influence more effectively. We'll share some principles about persuasion tactics and take a look at what makes an effective influencing style.

INTRODUCTION TO COACHING

So, you want to help others to develop and grow? Learning the basics of coaching will put you in the best position to support others through conversations that unlock their potential. With a couple of secret weapons you will be able to empower others by helping them to get to answers on their own.

PRESENTATION SKILLS

Become a presentation ninja! Learning from speeches by experienced presenters from Barack Obama to Steve Jobs, this practical workshop will help you learn how to structure great presentations and gain some hints and tips to delivering presentations with confidence. There will also be plenty of opportunity for reflecting on your performance through giving and receiving feedback.

REPORT WRITING

All the fundamentals you need to write a great report. This workshop will help you get confident writing concisely, knowing what to include, and sharing information so it's easy to digest. Really useful if you're new to writing reports or if you have a report you write regularly that you think could be even better.



From pensions to painting, develop practical, fulfilling and fun skills for life.

MONEY MATTERS

Covering topics as broad as budgeting, savings, credit and debt, the workshops provide a safe space to discuss financial worries and put real practical plans in place to improve your spending habits.

MENTAL HEALTH FIRST AID

Like physical health, mental health is important to everyone. Develop a deeper understanding of the issues that impact and relate to mental health and boost your confidence in knowing how to approach mental health issues.

NUTRITION

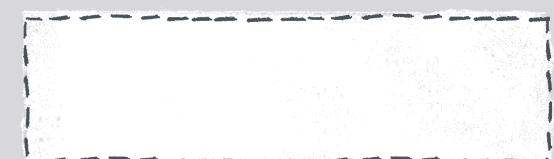
Join our nutrition experts as they teach us to identify the pitfalls in our diet, and how to eat in a more balanced way to boost physical and mental wellbeing.

ENGLISH LESSONS

A ten week course to help you boost your confidence when reading, writing or speaking English. This course can be tailored to different abilities and will cover key language for both inside and outside of work.

PENSIONS

Has there always been something about pensions you've never understood? Are these questions you've never had a chance to ask? This introduction to pensions will give you an overview of how they work and options available to you for how to manage yours.



=

Workshops provided
by one of our
training partners

Scroll  Down

 Back To Learning Workshops



Understand all the pieces in the COOK puzzle and take a look behind the scenes.

COMMERCIAL DRIVERS AT COOK

Ever wondered what drives commercial decision making at COOK? Take a look behind the scenes and explore how we measure success and take tough commercial calls across the business.

UNDERSTANDING COOK FINANCIALS

Can you tell your LFL from your EBITDA? This workshop gives you a whistlestop tour of how we manage the numbers at COOK, giving you a chance to ask all the things you've always wanted to so you can get the most of the reports that matter - silly questions very much welcome.

TELLING THE COOK STORY

Come along to this workshop to hear about the COOK journey with all its twists and turns, highs and lows, to better understand the company we are today and the decisions we make.

KITCHEN TOUR

Have a tour around one of our kitchens to really get to understand the beating heart of our business. Don a very fetching coat and hair net and explore how we scale up the cooking process whilst remaining true to the integrity of our founding statement.

NOW THAT'S WHAT I CALL COOK

An ingenious whistle stop tour through the whole of the business, all set to a slightly retro sound track!

INTRO TO THE ESSENTIAL INGREDIENTS

In this workshop you will spend some time thinking what values are and what they mean to COOK - and therefore what they mean to you. We hope that you leave this workshop feeling that COOK's values make sense and are aligned with your own, and that you can see how they can really be lived every day in the workplace.

PURPOSE AND IMPACT

This workshop explores COOK's purpose of Nourishing Relationships, looking at how we have an impact on our people, the communities we work in, the planet and the wider business world. We will look at how we are already doing good, and how we can be better.

Challenge your limits. Don't limit your challenges.

To find out more about achieving your potential at COOK speak to your line manager, the L&D team, People team or email: learning@cookfood.net

Explore L&D Resources:



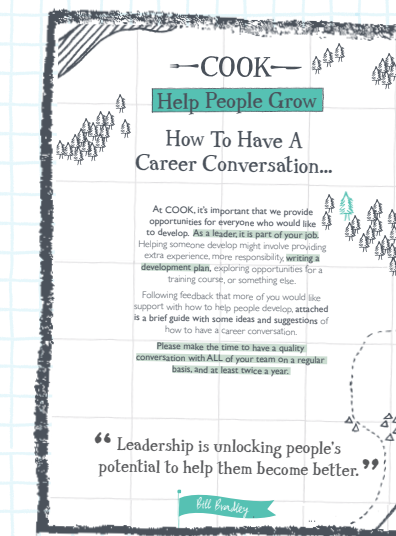
Selfie



Dream book



Essential Ingredients
for Leadership
guide



Career
Conversations
Guide



Confidence
book