

Curious about AI and emerging technology?

(Everyone starts somewhere)

Courses,
workshops and
talks, open to all

September to December 2026

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Why learn at Stowmarket Innovation Gateway

- All are welcome
- What you'll gain
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Course and workshop details

- AI
- Digital applications
- Leadership courses

03

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01

Why learn at
Stowmarket Innovation
Gateway?

About Stowmarket Innovation Gateway

A new destination for the tech-curious to work and learn

Stowmarket Innovation Gateway is a brand new innovation hub at Gateway 14 Business Park - purpose-built for learning, collaboration and ideas.

Whether you're running a business and want to understand what AI can do for you, looking to pick up new digital skills, or just curious about technology and where it's heading, SIG is designed to be the place you start.

We run courses, workshops and talks throughout the year with expert training partners including Suffolk New College and West Suffolk College. Everything is designed to be practical, jargon-free and open to all levels - from complete beginners to people who want to go deeper.

Businesses can also book sessions exclusively for their team - ask us about group rates.



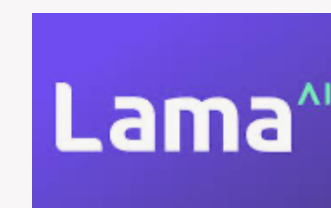
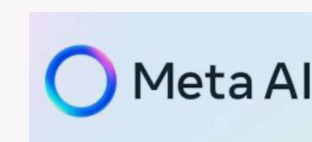
All are welcome

Practical, hands-on learning with the tools that matter

Stowmarket Innovation Gateway courses are designed for adults at any stage - whether you're running a business, employed and wanting to upskill, between jobs, or just curious about what AI and digital tools can actually do.

Every session is hands-on. You won't sit through slides. You'll use the real tools, ask questions, and leave knowing how to apply what you've learned the next day.

No experience required. No stupid questions. Just turn up.



Our training partners

Taught by experts who use these tools everyday

Our courses and workshops have been designed specifically for Stowmarket Innovation Gateway by experienced training partners who don't just teach technology; they use it in their own work.

The catalogue is refreshed every quarter so what you learn stays current. When the tools change, the courses change with them.



Autumn/Winter 2026

Course and workshop schedule | September 2026

- 8 September | Digital photography + editing | PM | S.01
- 8 September | Creative digital tools (Photoshop, Canva) | EV | S.02
- 9 September | Getting started online | AM | S.03
- 9 September | Digital document basics | PM | S.04
- 10 September | Excel Basics: Getting started | AM | S.05
- 10 September | Excel Intermediate: Working smarter | PM | S.06
- 14 September | Ready to Lead: Building confidence in your first role | AM | S.07
- 14 September | Communicating so everyone gets it | PM | S.08
- 15 September | Secure your business | AM | S.09
- 15 September | Understand your business | PM | S.10
- 15 September | Leading with insight + impact for new managers | AM | S.11
- 15 September | How to influence without authority | PM | S.12
- 17 September | How AI works and behaves | PM | S.13
- 22 September | Getting started with AI chatbots | PM | S.14
- 24 September | Improving the quality of your AI outputs | PM | S.15
- 28 September | Turning information into visuals using AI | PM | S.16

KEY

- Creative skills
- Digital skills
- Leadership skills
- AI skills
- Carbon accounting

S.XX | Course code

Course and workshop schedule | October 2026

- 6 October | Publish creatively: Photo zines | PM | O.01
- 6 October | Creative digital tools (Photoshop, Canva) | EV | O.02
- 7 October | Getting to grips with Canva | AM | O.03
- 7 October | AI for Everyday Life | PM | O.04
- 8 October | Excel Advanced: Data + functions | AM | O.05
- 8 October | Power BI for Beginners | PM | O.06
- 12 October | Delegating without losing control | AM | O.07
- 12 October | Handling difficult conversations | PM | O.08
- 13 October | Driving performance while protecting wellbeing | AM | O.09
- 13 October | Leading change without losing people | PM | O.10
- 13 October | Optimise your business | AM | O.11
- 13 October | Transform your business | PM | O.12
- 16 October | Intro to carbon reporting | AM | O.13
- 20 October | How AI works and behaves | PM | O.14
- 23 October | Mould your AI chatbot to suit you | PM | O.15
- 27 October | AI as your problem-solving coach | PM | O.16

KEY

- Creative skills
- Digital skills
- Leadership skills
- AI skills
- Carbon accounting
- O.XX | Course code

Autumn/Winter 2026

Course and workshop schedule | November 2026

- 10 November | Advanced Digital SLR | PM | N.01
- 10 November | Digital photography + editing | EV | N.02
- 11 November | Getting started online | AM | N.03
- 11 November | Document basics | PM | N.04
- 12 November | Excel Basics: Getting started | AM | N.05
- 12 November | Excel Intermediate: Working smarter | PM | N.06
- 16 November | Ready to lead: Building confidence in your first role | AM | N.07
- 16 November | Communicating so everyone gets it | PM | N.08
- 17 November | Leading using data to drive results | AM | N.09
- 17 November | Influencing without authority | PM | N.10
- 17 November | Secure your business | AM | N.11
- 17 November | Understand your business | PM | N.12
- 24 November | How AI works and behaves | AM | N.13
- 24 November | Getting started with AI chatbots | PM | N.14
- 25 November | Improving the quality of your AI outputs | AM | N.15
- 25 November | Turning information into visuals | PM | N.16

KEY

- Creative skills
- Digital skills
- Leadership skills
- AI skills
- Carbon accounting

N.XX | Course code

Course and workshop schedule | December 2026

- 8 December | Publish creatively: Photo zines | PM | D.01
- 8 December | Creative digital tools (Canva, Photoshop, Lightroom) | EV | D.02
- 9 December | Getting to grips with Canva | AM | D.03
- 9 December | AI for everyday life | PM | D.04
- 10 December | Advanced Excel: Data + Functions | AM | D.05
- 10 December | Power BI for Beginners | PM | D.06
- 14 December | Delegating without losing control | AM | D.07
- 14 December | Handling difficult conversations | PM | D.08
- 15 December | Optimise your business | AM | D.09
- 15 December | Transform your business | PM | D.10
- 15 December | Driving performance while protecting wellbeing | AM | D.11
- 15 December | Leading change without losing people | PM | D.12
- 16 December | How AI works and behaves | AM | D.13
- 17 December | Mould your chatbot to suit you | PM | D.14
- 17 December | AI as your problem-solving coach | AM | D.15
- 17 December | Introduction to carbon reporting | PM | D.16

KEY

- Creative skills
- Digital skills
- Leadership skills
- AI skills
- Carbon accounting

D.XX | Course code

02

Courses and workshop details

- W Creative digital design
- W Everyday digital
- W Introductory AI
- W Excel + data skills
- W Managing people with confidence
- W Leading for change
- W Business excellence
- W Carbon reporting

Creative digital design series

S.01 | N.02

Digital photography + editing

Good photography isn't just about having the right camera; it's about knowing what to do with it. This practical three-hour workshop covers the fundamentals of taking better digital photos and editing them to a professional finish. You'll learn how to use your camera settings with intention (exposure, light, focus), how to compose a shot that tells a story, and how to avoid the most common mistakes that make images look flat or amateur.

The second half of the session focuses on editing: using accessible software to adjust light, colour and crop, apply a consistent style, and get your images ready to use, whether that's for social media, a website, a presentation, or print.

By the end you'll have a clear, repeatable workflow you can apply to any image. Bring your camera (DSLR, mirrorless or a recent smartphone) and a laptop with editing software installed. We'll advise on free options in advance if needed.

8 September 2026
13:30-16:30 (3 hours)

10 November 2026
18:00-21:00 (3 hours)



S.02 | O.02 | D.02

Creative digital tools

From a blank canvas to a finished design in one session. This workshop introduces three of the most widely used creative tools - Canva, Photoshop, and Lightroom - and shows you what each one does best. You'll use Canva to build polished layouts for social media posts, flyers and simple branding without needing design experience. You'll get hands-on with Photoshop for image editing and compositing, and use Lightroom to enhance and colour-grade photos quickly and consistently.

Whether you're promoting a small business, building a personal brand, or just want to make things that look good, you'll leave with practical skills across all three tools and a clear sense of when to reach for each one. Bring a laptop, Free trials and accounts will be set up on the night if needed.

8 September 2026
18:00-21:00 (3 hours)

6 October 2026
18:00-21:00 (3 hours)

8 December 2026
18:00-21:00 (3 hours)

Creative digital design series

O.01. | D.01

Publish creatively: Photo zines

A zine is one of the most satisfying things a photographer can make — a physical, finished object that tells a story entirely on your own terms. This workshop takes you from a collection of images to a complete, print-ready zine, covering the design decisions that make the difference between a dump of photos and a genuinely compelling piece of visual storytelling.

You'll learn how to sequence and edit your images for narrative effect, work with layout and typography to create pages that hold attention, and produce a zine that works whether it's for a personal project, a community exhibition, a portfolio, or simply something you want to exist in the world. No prior design experience needed — just images you care about and something you want to say with them.

6 October 2026
13:30-16:30 (3 hours)

8 December 2026
13:30-16:30 (3 hours)

N.01

Advanced Digital SLR

Automatic mode gets you a photograph. Manual mode gets you the photograph you intended. This workshop is for photographers who already know their way around a camera and are ready to take full creative control — moving beyond the settings the camera chooses for you and understanding why the choices you make produce the results they do.

You'll work through the exposure triangle in depth — aperture, shutter speed, and ISO — and explore how each affects not just exposure but mood, movement, and depth. Lighting and composition are covered with a practical eye: how to read available light, when to work with it and when to fight it, and how to build images that are structurally strong before you even open an editing app. Bring your DSLR and a willingness to shoot in manual from the moment you walk in.

10 November 2026
13:30-16:00 (3 hours)

Creative digital design



Course Provider

These courses will be provided by Suffolk New College, who have a strong pedigree in delivering creative digital courses and a faculty of practitioners.

Audience

These courses are open to all who are interested, including:

- Photography hobbyists looking to improve
- Early-stage creatives and freelancers looking to improve skills
- SMEs and online businesses seeking to up their marketing game with limited cost
- Local community members and volunteers in charities interested in creating digital content

Fees

Each workshop is charged at £45 (ex VAT)

Individuals or businesses that book x4 workshops in the series will be given a 20% discount

Cancellation policy

Workshops are subject to a minimum of 6 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket Innovation Gateway

Everyday digital series

S.03 | N.03

Getting started online

Technology moves fast, and it's easy to feel like everyone else knows something you don't. This friendly, practical workshop is designed for anyone who wants to feel more confident using everyday devices and online services. No question is too basic, and you'll go at your own pace.

Over three hours you'll cover the essentials: how to use a smartphone, tablet or laptop with confidence; how to access key services online including the NHS, your bank, and shopping safely; how to set up and manage passwords without forgetting them; and how to spot and avoid scams, which are increasingly sophisticated. There's also time to ask about anything that's been puzzling or worrying you.

You don't need to bring anything except yourself — devices will be available on the day, or bring your own if you'd prefer to learn on the one you actually use at home.

9 September 2026
09:30-12:30 (3 hours)

11 November 2026
09:30-12:30 (3 hours)

S.04 | N.04

Digital document basics

Knowing how to create and manage documents is one of the most practical skills you can have - whether you're writing a letter, filling in a form, updating a CV, or organising files for a job or voluntary role.

This workshop walks you through the basics in a calm, supported environment using Word, Google Docs, or whichever tool you're most likely to use day-to-day. You'll learn how to start a document from scratch or use a ready-made template, apply simple formatting so your documents look clear and professional, and save and organise your files so you can actually find them again.

You'll also cover how to share documents with others - by email or via cloud storage - and how to avoid the small mistakes that can cause big headaches, like saving over something you needed or sending the wrong version. No prior experience needed. Bring a laptop if you have one.

9 September 2026
13:30-16:30 (3 hours)

11 November 2026
13:30-16:30 (3 hours)

Everyday digital series

O.03 | D.03

Get to grips with Canva

You don't need to be a designer to make things that look designed. Canva puts professional-quality templates, fonts, colours, and images at your fingertips - and this workshop shows you how to use them with confidence. Starting from scratch, you'll create a poster, a social media graphic, and a simple invitation, learning how to customise layouts, swap in your own images, and make design choices that actually work.

By the end of the session you'll have a Canva account set up, a handful of finished pieces you've made yourself, and enough know-how to keep going independently. Gentle, fun, and genuinely useful — whether you're promoting a community event, running a small business, or just want to make things that look good. No design experience needed, just a laptop and something you'd like to make.

7 October 2026
09:30-12:30 (3 hours)

9 December 2026
09:30-12:30 (3 hours)

O.04 | D.04

AI for Everyday Life

AI tools are already changing how people write, plan, research, and solve problems. You don't need to be technical to use them well. This workshop is a friendly, practical introduction to what AI can actually do for you in everyday life: helping you draft a letter, brainstorm ideas, plan a trip, summarise information, or work through a problem you're stuck on.

You'll get hands-on with real tools in a guided, supportive environment, and spend time understanding how to use them safely and responsibly — what to trust, what to check, and what to keep private. No jargon, no prior knowledge assumed. Just a clear-eyed look at tools that are genuinely useful once you know how to use them.

7 October 2026
13:30-16:30 (3 hours)

9 December 2026
13:30-16:30 (3 hours)

Everyday digital series



Course Provider

These courses will be provided by Suffolk New College, who have a strong pedigree in delivering simple digital courses that help people to feel relaxed and comfortable.

Audience

These courses are open to all who are interested, including:

- Local residents who would like to build their digital confidence
- Community learners who are new to digital skills
- People returning to work who need a gentle digital refresher
- Volunteers and community group leaders
- Early-career individuals with limited experience using professional digital tools

Fees

Each workshop is charged at £25 (ex VAT)

Individuals or businesses that book x4 workshops in the series will be charged £80 in total

Cancellation policy

Workshops are subject to a minimum of 8 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket Innovation Gateway

Introductory AI

S.13 | O.14 | N.13 | D.13

How AI works and behaves

AI tools can feel unpredictable: confident one moment, completely wrong the next. This session gives you a clear, jargon-free mental model of what's actually happening under the hood, so you can use AI more effectively and know when to trust what it gives you. You'll build a working vocabulary of AI terminology, understand how modern chatbots are trained and generate responses, and learn the difference between an AI model and the interface you use to access it.

The session covers some of the concepts that explain AI's quirks in practice: why outputs are probabilistic rather than fixed, what that means for deciding when AI is and isn't the right tool, how context windows and training data shape what you get back, and the difference between generative and adaptive AI. You'll also look at the common failure modes, such as hallucinations, drift, overconfidence, poor replication, and understand why they happen rather than just accepting them as random.

17 September 2026 12:30-14:30 (2 hours)	24 November 2026 10:00-12:00 (2 hours)
20 October 2026 12:30-14:30 (2 hours)	16 December 2026 10:00-12:00 (2 hours)

O.16 | D.15

AI as your problem solving coach

Most people use AI to generate content. This session shows you how to use it to generate thinking. If you've ever been stuck on a decision, overwhelmed by a complex problem, or unsure how to structure your approach to something, AI can be a surprisingly effective thinking partner, but only if you know how to direct it.

You'll start by learning how to customise your AI's persona and context so it engages with your actual problem rather than producing generic output. From there the session covers how to break complex challenges into manageable chunks, how to develop the language habits that get you better responses, and how context windows work, what you put into a conversation. You'll also practice knowing when to push back on the AI's suggestions, when to evolve them, and when to start again. The emphasis throughout is on human-led thinking with AI as the analytical assistant - you stay in charge of the problem, AI helps you work through it.

27 October 2026 13:30-15:30 (2 hours)
17 December 2026 10:00-12:00 (2 hours)

Introductory AI

S.14 | N.14

Getting started with AI chatbots

Never used an AI chatbot, or tried it once and weren't sure what you were doing? This session is the place to start. In an hour you'll go from uncertain beginner to someone who can open, navigate, and hold a useful conversation with the most common AI tools — with enough confidence to keep exploring on your own afterwards.

You'll get a clear introduction to the main platforms, learn the basic settings and privacy considerations you should know about before you start, and practise asking questions in ways that actually get you useful answers. The session also touches on the ethical basics — what AI can and can't be trusted with — so you start off on the right foot. No prior experience needed, no jargon, no pressure.

22 September 2026
13:30-15:30 (2 hours)

24 November 2026
13:30-15:30 (2 hours)

O.15 | D.14

Mould your chatbot to suit you

Default AI behaviour is designed for everyone, which means it's optimised for no one in particular. If you find that your chatbot's tone is off, its outputs feel generic, or it keeps making the same unhelpful assumptions, this session is for you. You'll learn how to shape your AI to match the way you actually think and work; your vocabulary, your preferred level of detail, your decision-making style.

The session covers native personalisation settings across common platforms, and takes you through building formatting and style guides that persist across conversations and evolve as your needs change. The result is a chatbot that works your way rather than making you adapt to it.

23 October 2026
13:30-15:30 (2 hours)

17 December 2026
13:30-15:30 (2 hours)

Introductory AI

S.15 | N.15

Improving the quality of AI outputs

You've been using AI for a while and you know it can do more, but you've hit a ceiling. The outputs are inconsistent, the quality varies, and you're not sure why some prompts land and others don't. This three-hour session gets into the mechanics of what separates good prompting from great prompting, and gives you a toolkit you can apply immediately.

You'll work through prompting frameworks for both high-level strategic tasks and granular detailed work, explore tactics for handling long or complex requests without losing quality, and develop tools for improving consistency across repeated tasks. The session also covers which AI behaviours you can control and which you can't, so you stop fighting the tool and start working with it.

24 September 2026
13:00-15:00 (2 hours)

25 November 2026
10:00-12:00 (2 hours)

S.16 | N.16

Turning information into visuals

A wall of text tells people what you know. A well-designed infographic makes them understand it. This session shows you how to use everyday AI chatbots, ChatGPT, Copilot, Gemini, to turn data and written content into clear, visually compelling infographics, without needing design skills or specialist software.

You'll learn how to identify what information actually matters, how to prepare your text or data so the AI can work with it effectively, and how to choose the right visual format for what you're trying to communicate. The session also covers how to troubleshoot when outputs are cluttered, inaccurate, or just don't look right — which is more often than you'd hope.

28 September 2026
13:30-15:30 (2 hours)

25 November 2026
13:30-15:30 (2 hours)

Introductory AI

Course Provider

These courses will be provided by West Suffolk College, home of the XR Lab and other advanced technology. West Suffolk College's workshop leaders are deeply experienced with different frontier models and have designed these courses to provide an informal and welcoming gateway to the world of AI.

Audience

These courses are open to all who are interested. The series is designed to meet you where you are — whether you've never opened an AI chatbot or you use one every day but want better results:

- Complete beginners who want a confident, safe introduction to AI tools
- Anyone who wants to understand why AI behaves the way it does, not just how to use it
- People who want to use AI for real thinking and decision-making, not just generating text
- Small business owners, administrators, and professionals looking to work more efficiently
- Community members and volunteers wanting to understand a technology that's reshaping everyday life

Fees

Each workshop is charged at £XX (ex VAT)

Individuals or businesses that book x4 workshops in the series will be charged £X in total

Cancellation policy

Workshops are subject to a minimum of X learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket Innovation Gateway

Excel+ Data skills series

S.05 | N.05

Excel basics

Never used Excel, or always felt like you were muddling through? This workshop gives you the foundations to use it with confidence. You'll learn how spreadsheets are structured and why that matters, how to enter and organise data cleanly, and how to use the essential formulas (SUM, AVERAGE, COUNT) that underpin almost everything Excel does.

We'll also cover formatting your data so it's easy to read, sorting and filtering to find what you need quickly. By the end of the session you'll have a working spreadsheet you've built yourself and the confidence to keep going.

Bring a laptop with Excel installed - no prior experience needed.

10 September 2026
09:30-12:30 (3 hours)

12 November 2026
09:30-12:30 (3 hours)

S.06 | N.06

Excel Intermediate: Working Smarter

This hands-on workshop moves you from basic spreadsheet user to confident Excel practitioner, covering the formulas, functions and shortcuts that professionals rely on every day.

You'll work with VLOOKUP and XLOOKUP to connect data across sheets, build IF and SUMIF logic to make your spreadsheets think for you, and use PivotTables to summarise and analyse data in minutes rather than hours.

By the end of the session you'll have practical skills you can apply immediately - whether you're managing rotas, tracking budgets, or making sense of a supplier list. Bring a laptop with Excel installed and a real-world spreadsheet problem if you have one

10 September 2026
13:30-16:30 (3 hours)

12 November 2026
13:30-16:30 (3 hours)

Excel+ Data skills series

O.05 | D.05

Excel Advanced

You know your way around Excel. Now it's time to make it work harder. This workshop takes you into the techniques that turn a spreadsheet full of data into something you can actually draw conclusions from: fast, flexible, and built to handle the kind of reports and datasets that slow most people down.

You'll go deeper into PivotTables than most Excel users ever get - slicing, grouping, and summarising data in ways that would take hours to do manually. The session covers advanced formulas including nested logic and lookup combinations that go well beyond VLOOKUP, and introduces simple automation techniques to eliminate repetitive tasks and reduce the risk of manual errors. If you regularly deal with large datasets, monthly reports, or data that comes from multiple sources and needs pulling together, this is the session that will change how you work.

8 October 2026
09:30-12:30 (3 hours)

10 December 2026
09:30-12:30 (3 hours)

O.06 | D.06

PowerBI for beginners

Excel is brilliant at storing and calculating data. Power BI is what you use when you want to see it. This workshop introduces Microsoft's data visualisation tool to anyone who's comfortable with spreadsheets but ready to take the next step - building interactive dashboards that make patterns, trends and outliers immediately visible, without needing to write a single formula.

You'll learn how to bring your data into Power BI, choose the right visual for what you're trying to show, and build a simple dashboard that updates automatically as your data changes. The session focuses on the practical fundamentals: connecting to a data source, building charts and summary cards, and using filters and slicers so your audience can explore the data themselves. No coding required, and no prior Power BI experience assumed. Just a willingness to see your data differently.

8 October 2026
13:30-16:30 (3 hours)

10 December 2026
13:30-16:30 (3 hours)

Excel+ Data skills series



Course Provider

These courses will be provided by Suffolk New College's data analytics team. The course teachers not only teach Excel and data, but many work with businesses and provide analytical support, and understand the frequent questions.

Audience

These courses are open to all who are interested:

- Local SMEs looking to improve their data game
- Business owners and start-up teams
- Administrators, operations staff, and anyone who works with spreadsheets
- Individuals seeking to improve their practical and Excel skills

Fees

Each workshop is charged at £60 (ex VAT)

The Excel skills pathway (Beginners, Intermediate, Advanced) charged at £165 per person.

Cancellation policy

Workshops are subject to a minimum of 6 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket Innovation Gateway

Managing people with confidence series

S.07 | N.07

Ready to lead: building confidence in your first role

New to managing people and wondering if you're doing it right? This workshop is designed for anyone stepping into their first leadership role, whether you're managing a small team, leading volunteers, or taking on more responsibility at work for the first time. You'll get clear on what's actually expected of you, identify your natural strengths, and tackle the confidence blockers that hold most new managers back - leaving with a personal leadership plan you can put to use straight away, whether you're managing in person, remotely, or in a hybrid environment.

The session draws on emotional intelligence, strengths-based thinking, and practical mindset tools to help you feel more certain, more credible, and more ready to lead. No management theory, no jargon. Just the foundations that make the difference in those critical early months.

14 September 2026
09:30-12:30 (3 hours)

16 November 2026
09:30-12:30 (3 hours)

S.08 | N.08

Communicating so everyone gets it

Fed up with repeating yourself, or sensing your message isn't landing the way you intended? Clear communication is one of the highest-leverage skills a manager can develop, and one of the easiest to improve with the right tools. This workshop helps you structure your messages so they're understood first time, listen more actively so people feel genuinely heard, and adapt your communication style to different people and situations rather than defaulting to one approach for everyone.

You'll practise the techniques that reduce mixed messages and strengthen trust - across face-to-face, online, and hybrid settings. By the end you'll have a clearer sense of your own communication patterns and practical ways to adjust them when the default isn't working.

14 September 2026
13:30-16:30 (3 hours)

16 November 2026
13:30-16:30 (3 hours)

Managing people with confidence series

O.07 | D.07

Delegating without losing control

If it feels quicker or safer to just do it yourself, this workshop is for you. Most managers who struggle to delegate aren't lazy or controlling - they just haven't been given a practical framework for doing it well. This session changes that, giving you the tools to hand work over with confidence, set expectations clearly, and stay appropriately across things without hovering over everyone's shoulder.

You'll work through delegation frameworks that help you decide what to delegate and to whom, learn how to match tasks to people's strengths, and develop the habit of staying accountable without slipping into micromanagement. Ideal for anyone who feels stretched, overloaded, or stuck being the person who fixes everything.

12 October 2026
09:30-12:30 (3 hours)

14 December 2026
09:30-12:30 (3 hours)

O.08 | D.08

Handling difficult conversations with confidence

Most managers avoid difficult conversations longer than they should. The problems that result are nearly always worse than the conversation itself would have been. This workshop gives you a straightforward, practical approach to having tough conversations calmly and professionally, whether you're giving feedback, addressing a performance issue, or navigating conflict within a team.

You'll use proven conversation models and preparation techniques to keep discussions constructive rather than defensive, and build the confidence to raise issues early — before they become bigger problems. The approach works whether the conversation happens face-to-face, over video, or even in writing, so you're covered whatever environment you're managing in.

12 October 2026
13:30-16:30 (3 hours)

14 December 2026
13:30-16:30 (3 hours)

Managing people with confidence series



Course Provider

These courses will be provided by Suffolk New College's management
XXXX

Audience

These courses are open to all, but particularly suitable for:

- New, aspiring, or accidental managers
- Team leaders, supervisors and coordinators
- Individuals preparing for progression into leadership roles
- SMEs seeking affordable, practical leadership development
- Public sector and charity employees

Fees

Each workshop is charged at £60 (ex VAT)

All four courses are charged at £165 per person (£75 saving)

Cancellation policy

Workshops are subject to a minimum of 6 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket
Innovation Gateway

Leading for change series

S.11 | N.09

Leading with insight + impact

Expected to think strategically but pulled into firefighting every day? This workshop helps you step back from the noise, see the bigger picture, and make confident, well-balanced decisions, even under pressure. You'll strengthen your judgement and credibility as a leader, and develop practical tools for analysing the information in front of you, guiding your team's priorities, and influencing outcomes more effectively.

The session also explores how data, dashboards, and AI-supported insights can sharpen your decision-making - without requiring any technical expertise. The goal isn't to turn you into a data analyst; it's to make you a leader who knows how to use the right information at the right moment.

15 September 2026
09:30-12:30 (3 hours)

17 November 2026
09:30-12:30 (3 hours)

S.12 | N.10

Influencing without authority

Responsible for outcomes but without direct control over the people delivering them? This is one of the most common (and least talked about) challenges in modern management. This workshop builds the influence, credibility, and collaboration skills you need to win support across teams, functions, and stakeholders without relying on hierarchy or positional power.

You'll practise influencing effectively in digital and hybrid environments, where visibility and presence work differently and where impact depends on relationships rather than reporting lines. The session focuses on what actually moves people: trust, clarity, and the ability to make others feel their contribution matters.

15 September 2026
13:30-16:30 (3 hours)

17 November 2026
13:30-16:30 (3 hours)

Leading for change series

O.09 | D.11

Driving performance while protecting wellbeing

Delivering results matters. But not at the cost of your team's health or your own. This workshop helps managers find the balance between stretch and support: how to maintain high performance without tipping into burnout, spot early warning signs of overload before they become serious, and create environments where people can do their best work sustainably.

The session also looks honestly at the pressures specific to modern workplaces: digital workload, always-on communication, and the boundaries that AI-enabled tools can blur. You'll leave with a clearer sense of how to protect wellbeing as a performance strategy, not a compromise on one.

13 October 2026
09:30-12:30 (3 hours)

15 December 2026
09:30-12:30 (3 hours)

O.10 | D.12

Leading change without losing people

Change is constant, and people rarely respond to it as neatly as the plan assumes. This workshop equips managers to lead through uncertainty with clarity, empathy, and confidence; reducing resistance, building psychological safety, and keeping trust intact while the ground shifts beneath everyone's feet.

Particular attention is given to the specific challenges of digitally driven and AI-enabled change, where the pace can feel relentless and the ethical questions are real. You'll leave with practical approaches to bringing your team with you rather than dragging them — and the language to talk honestly about change in a way that builds confidence rather than anxiety.

13 October 2026
13:30-16:30 (3 hours)

15 December 2026
13:30-16:30 (3 hours)

Leading for change series



Course Provider

These courses will be provided by Suffolk New College's management
XXXX

Audience

These courses are open to all, but particularly suitable for:

- New, aspiring, or accidental managers
- Team leaders, supervisors and coordinators
- Individuals preparing for progression into leadership roles
- SMEs seeking affordable, practical leadership development
- Public sector and charity employees

Fees

Each workshop is charged at £75 (ex VAT)

All four courses are charged at £205 per person (£95 saving)

Cancellation policy

Workshops are subject to a minimum of 6 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket
Innovation Gateway

Business excellence series

S.09 | N.11

Secure your business (cyber, risk, data protection + resilience)

Cyber threats, data breaches, and business disruption are no longer risks reserved for large organisations. Small businesses are increasingly targeted precisely because their defences tend to be lighter. This workshop cuts through the fear and the jargon to give you a clear, practical understanding of where your business is most vulnerable and what you can do about it, without needing a technical background or an IT department.

You'll learn the fundamentals of cybersecurity and data protection in plain language, explore simple security measures you can implement immediately, and understand how AI-assisted tools can help identify risks before they become incidents. You'll leave with concrete actions to strengthen your resilience and protect your systems, your customer data, and your operations.

15 September 2026
09:30-12:30 (3 hours)

17 November 2026
09:30-12:30 (3 hours)

S.10 | N.12

Understand your business (data, dashboards + AI insight)

Most businesses have more data than they know what to do with, and not enough clarity about what it's actually telling them. This workshop helps you close that gap, turning the numbers you already have into genuine insight about performance, costs, and trends that you can use to make better decisions and justify them with confidence.

You'll explore how dashboards, data tools, and AI-supported analysis can make performance visible in ways that spreadsheets alone rarely achieve - and learn how to use that clarity to plan ahead, forecast more accurately, and act on what's really happening rather than what you assume is happening. No data science required; just a clearer view of your own business.

15 September 2026
13:30-16:30 (3 hours)

17 November 2026
13:30-16:30 (3 hours)

Business excellence series

O.11 | D.09

Optimise your business (efficiency, waste + bottlenecks)

If your team is busy but the business still feels inefficient, the problem is usually in the process rather than the people. This workshop introduces the practical improvement tools that help you find where time and effort are being lost (bottlenecks, duplication, unnecessary steps) and redesign the way work flows through your business so things get done faster and with less friction.

Drawing on Lean and Six Sigma principles in an accessible, jargon-free way, you'll identify specific inefficiencies in your own operations and leave with a clear picture of where to focus first. The session also covers how digital and AI-enabled tools can support process improvement and free up your team's time for work that actually needs human judgement.

13 October 2026
09:30-12:30 (3 hours)

15 December 2026
09:30-12:30 (3 hours)

O.12 | D.10

Transform your business (digital tools, automation + AI adoption)

Digital transformation sounds expensive, complicated, and disruptive. For many small businesses, that's exactly why it hasn't happened yet. This workshop takes a different approach: practical, realistic, and focused on what's actually useful and affordable rather than what's theoretically possible. You'll explore tools for automation, administration, marketing, and operations that are already within reach, and learn how to evaluate them honestly rather than being sold to.

You'll leave with a clear, achievable roadmap for adopting digital and AI tools in a sequence that makes sense for your business. One that supports growth, improves customer experience, and scales as you do, without requiring you to overhaul everything at once.

13 October 2026
13:30-16:30 (3 hours)

15 December 2026
13:30-16:30 (3 hours)

Business excellence series



Course Provider

These courses will be provided by Suffolk New College's business management XXXX

Audience

These courses are open to all, but particularly suitable for:

- New, aspiring, or accidental managers
- Team leaders, supervisors and coordinators
- Individuals preparing for progression into leadership roles
- SMEs seeking affordable, practical leadership development
- Public sector and charity employees

Fees

Each workshop is charged at £75 (ex VAT)

All four courses are charged at £205 per person (£95 saving)

Cancellation policy

Workshops are subject to a minimum of 6 learners

10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket Innovation Gateway

O.13 | D.16

Introduction to carbon reporting

Carbon reporting is moving from good practice to a core business requirement. For many organisations, the biggest barrier isn't willingness, it's knowing where to start. This practical workshop demystifies carbon accounting and gives you a working understanding of the fundamentals, without the jargon that usually makes this territory feel harder than it needs to be. Led by ISEP Fellow Richard Carter, it's designed for businesses at the beginning of their sustainability journey, not those who already have a net zero strategy in place.

You'll work through the core principles of carbon accounting, including Scopes 1, 2, and 3 emissions and what each means in practice for your organisation, with hands-on activities that build real confidence in identifying and measuring your footprint. The session covers the common pitfalls that trip up first-timers, and you'll leave with practical tools and a clear set of next steps to begin or strengthen your reporting. With growing pressure from customers, investors, and an evolving regulatory landscape, understanding your emissions is increasingly a commercial question as much as an environmental one.

16 October 2026
13:30-16:00 (2.5 hours)

17 December 2026
13:30-16:00 (2.5 hours)

Audience

These courses are open to all, but particularly suitable for:

- SMEs or any organisation beginning to explore sustainability reporting
- Organisations preparing for future regulatory requirements
- Teams responsible for operations, compliance, ESG, or sustainability
- Anyone seeking a clearer understanding of carbon measurement

Fees

The workshop is charged at £xx (ex VAT)

Cancellation policy

The workshop is subject to a minimum of 6 learners
10 working days notice for cancellation and full refund

Location

This is an in-person class, and will be taught at Stowmarket
Innovation Gateway

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03

Find out more + how to
book

Find out more

How to book

You can book any course in person at Stowmarket Innovation Gateway or online at:
stowmarketinnovationgateway.com

Stowmarket Innovation Gateway
Gateway 14
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Stowmarket
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Tailored training for SMEs and businesses

If your business has specific training needs that aren't covered here, we offer bespoke sessions designed around your team and your goals. Get in touch to start the conversation.

Bursaries

If the cost of a course is a concern, please ask us about bursaries. A limited number are available to help cover or reduce fees for those who need it. We don't want cost to be the reason you don't come.

