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**Lloyd Sewell** has spent 40 years in the (IT) industry, he started in business as an importer of golfing equipment (1988), while living in South Holland, He then trained as a Golf Club Manager, he has both UK and European business experience in writing Business Plans for a golf course and a driving range, he has expertise in developing and providing training and advice to individuals and small to medium enterprises, business counselling for new business start-up, providing training on bookkeeping and accounting systems using (IT), developing business plans and developing and delivering business training courses.

He has worked in Telecommunications- Nuclear Physics and has extensive (IT) experience which began in (1970), he has successfully set up (IT) training centres in the UK, Holland and Germany, other (IT) projects include the development and presentation of several training projects, including Business (IT) for start-up companies for the University of Greenwich.

His most recent training project is the Accredited Online "Tendering for Contracts Training Programme" - this was originally delivered in the form of a one-day workshop to small firms and is now available on-line, the core content includes marketing products and services to contract providers, implementing quality management systems, managing contract projects and tender document preparation.

His other past activities include, treasurer of Thames Valley Small Business Club, member of a local authority action group, member of a government sponsored executive action program, and member of the Prince's Youth Business Trust, he was instrumental in the planning and successful delivery of the first Black Lawyers Conference in London in 2000, having lived and worked throughout Europe for over 40 years, he has well developed interpersonal skills.

## **OUTSTANDING ACHIEVEMENT**

- ✓ Business Consulting for Golf Courses and Driving Ranges, (1987-93), Fund raising for a charitable organisation, writing sponsorship proposals,
- ✓ Volunteered to provide management assistance to Government sponsored Job Clubs through Executive Action Program 1994/5
- ✓ Developed and conducted a successful workshop on "Tendering for Contracts" for small firms, workshop conducted with support from a local authority and government business support agency.
- ✓ Developed web site devoted to providing business information and development advice for small firms.
- ✓ The training programme "Tendering for Contracts Training" has been endorsed by several accreditation agencies including - SFEDI, a government business and training accreditation agency and is currently accredited by ITOL – the Institute for Training and Occupational Learning.

## **BUSINESS EXPERIENCE**

- **Business Consulting** - Golf Course and Driving Range Management
- **Business Consulting and Training** - Use of Computers in Business
- **Writing Business Project Proposals** - Golf Course / Driving Range Projects range (£30,000 to £1m) ➤ **Prepared Business Proposal** – Admin - Centre to a Local Authority Black & Ethnic Minorities.
- **Providing Business Start-up** - Counselling sessions for a government business support agency ➤ **Prepared and Submitted** - Tender Documents for various government projects.
- **Prepared and conducted** - “Tendering for Contracts” workshops
- **Treasurer** - Thames Valley Small Business Club (1994 - 1996)

## **AREAS OF EXPERTISE - SUMMARY OF SPECIALISMS**

- ❖ Provided Business Diagnostic Consultancy,
- ❖ Provided Business Start Up Planning,
- ❖ Developed Business Training Programs,
- ❖ Preparation of Business and Marketing Plans
- ❖ Provided Business Computing Consultancy and Training
- ❖ Developed SME Customer Relationship Management Training,
- ❖ Developed Tendering for Contract training project workshop for SME’s
- ❖ Completed various Tendering for Contract Documentation,
- ❖ Developed Training Program Development – SME Management Skills,
- ❖ Web Site Development, eAsset Management, Seminar Development,

## **RECENT TRAINING PROJECTS INCLUDE**

- Tendering for Contracts Workshop – accredited by SFEDI, a government body
- Business IT Training for new start-up firms at the University of Greenwich - sponsored by SFEDI
- Provided One to One Bookkeeping Training course
- Developed Sales and Sales Management Training Programme for garment manufacturer
- Developed web site to provide support training and information for small to medium enterprise
- Mentoring Student / POA / Level 1 – / English Level 2 /
- Mentoring Student of Massage Therapy – / Level 3 /

## **RECENT BUSINESS SUPPORT PROJECTS INCLUDE**

- Marketing for EU funding workshops
- Business Plan Development – Courier Service
- Business Plan development for start-up company
- Business Diagnostic for small manufacturing company
- Business Plan for national launch of a business training programme
- Web Site Analysis and Evaluation – Quality Assurance
- Marketing B2B Projects – International Web Based Marketing
- Business Diagnostic – Furniture Manufacturing Company
- Strategic Business Re-Structuring & Development Plan – Garment Manufacturing Company

## **PROFESSIONAL MEMBERSHIP**

- Reg. Consultant: Business Link - Small Business Service
- Reg. Lecturer: Protocol Professional Services
- Reg. Member: The Institute of Business Consulting
- Reg. Consultant: Association of British Credit Unions Ltd (ABCUL)

<b>QUALIFICATIONS</b>	<b>Date</b>	<b>Level</b>	<b>Grade Achieved</b>
<b>Information Technology</b>	(1997/98)	<b>PGD</b>	Post Grad Diploma
<b>MBA ~ SME - Enterprise Management</b>	(2000 – 2003)	<b>MBA (*)</b>	(*) Course Cancelled
<b>NVQ Assessor ~ ( Information Technology )</b>	( 2003)	<b>Level 3</b>	Level 3
<b>NVQ Assessor ~ (Customer Care)</b>	( 2003)	<b>Level 3</b>	Level 3
<b>ERRATA Wide variety of other SME relevant training programmes</b>	(1992 / 2010)	<b>please see attached</b>	<b>document #4B and certificates</b>

## REGISTERED BUSINESS SOFTWARE CONSULTANT

✚ **Financial Management** ~ Intuit Accounting

✚ **Financial Management** ~ Payroll Software

✚ **Paradigm** ~ ISO 9000 Software Implementation

✚ **Web Software** ~ Web Site Quality Analysis

✚ **Mindjet Software** ~ Project Planning Software

✚ **Thomas International** ~ Psychometric Analysis

## Summary - Critical Success Factors

I am a Business Consultant with a wide experience of the (SME) sector, I specialise in providing business solutions / business support services and business training for small to medium enterprises –

I have a specific interest in providing “Train The Trainer – Training / Mentoring and as a result of this interest I have developed a number of possible options that are specific to the SME sector. - This method I consider will allow faster growth possibilities, maximum effectiveness and throughput and greatest benefit to stakeholders.

Training would be provided to (selected individuals)(\*) – who will then provide the training in designated areas.

I also maintain a website which is dedicated to providing training for individuals and firms who wish to learn “How to Tender for Contracts -

Areas of business services provided include; management consultancy to small firms, business diagnostic, business training, business strategy, e-business solutions, marketing for small firms, tendering for contracts and pre-qualification questionnaire workshops.

I have written several SME business training programmes that are shelf-ready – plus a number of other business development training workshops.

The Critical Success Factors of his service provision are based on supplying Client’s Needs, with Innovative Solutions that Deliver Business Benefits.