PROUD RECRUITMENT EMPLOYER TRAINING PACKAGES & PRICE GUIDE

Practical inclusion. Confident people. Stronger organisations.

Inclusive workplace training that turns awareness into confident action

PROUD RECRUITMENT LIMITED

Founder-led training for inclusive teams, better customer service and stronger workplaces

THREE LEVELS. ONE CLEAR PATHWAY.

FOUNDATION • PROGRESSION • LEGACY

Confident everyday communication, fairer systems and lasting organisational change.

Practical LGBTQ+ workplace learning for teams, managers and leaders. Every session is tailored through a pre-delivery discussion and combines clear guidance with realistic workplace application.

One-off session fees. No annual training fee. Up to 20 participants.
Choose a 2-hour, half-day or full-day live session. Every participant receives a certificate of completion and a practical glossary to support continued learning.

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Proud to hire. Proud to be you.

PROUD FOUNDATION

One-off 2-hour live session | £350 + VAT | Up to 20 participants
Every participant receives a certificate of completion and a practical takeaway glossary covering pronouns, LGBTQ+ terminology and clear definitions. The glossary supports continued learning, respectful communication, better customer service and day-to-day workplace inclusion.

Purpose

Proud Foundation creates a clear and confident baseline of LGBTQ+ awareness. It gives participants the language and practical confidence to communicate respectfully, recognise exclusion and understand why everyday behaviour matters.

Who it is for

Whole teams, new starters, customer-facing staff, line managers and employers beginning or refreshing their inclusion journey.

What participants will learn

- **Understanding LGBTQ+ identities:** clear definitions of sexual orientation, gender identity, gender expression and sex characteristics, together with the meaning and appropriate use of LGBTQ+ terminology.
- **Language and respectful communication:** inclusive language, names and pronouns, how to ask respectful questions and how to recover confidently when a mistake is made.
- **Lived experience and intersectionality:** how different identities and experiences can combine, why assumptions create barriers and why not every aspect of identity is visible.
- **Psychological safety and belonging:** the conditions people need to contribute, speak openly, ask for support and be themselves without fear of ridicule, exclusion or disadvantage.
- **Recognising exclusion:** stereotypes, microaggressions, inappropriate humour, misgendering, outing and other behaviours that can weaken trust even when harm was not intended.
- **Workplace responsibilities:** an accessible overview of relevant UK equality responsibilities, dignity at work and the difference between personal belief and professional behaviour.
- **The organisational case:** the connection between inclusion, recruitment reach, candidate confidence, employee experience, retention, reputation and effective teamwork.
- **Personal responsibility:** reflection, knowledge checks and practical commitments participants can apply immediately.

Putting the learning into practice

Participants practise inclusive introductions and language, work through common workplace situations and identify realistic changes within their own roles.

Employer benefit

A shared standard of respectful behaviour, fewer avoidable mistakes and greater confidence when supporting colleagues, candidates and customers.

PROUD PROGRESSION

One-off half-day live session | £650 + VAT | Up to 20 participants
Every participant receives a certificate of completion and a practical takeaway glossary covering pronouns, LGBTQ+ terminology and clear definitions. The glossary supports continued learning, respectful communication, better customer service and day-to-day workplace inclusion.

Purpose

Proud Progression turns awareness into fairer decisions, stronger systems and confident day-to-day management.

Who it is for

Line managers, hiring managers, HR and people teams, recruiters, team leaders and organisational decision-makers.

What participants will learn

- **Inclusive attraction and job advertising:** identifying exclusionary wording, strengthening equality statements, presenting benefits inclusively and widening access to talent.
- **Applications and candidate communication:** respectful collection of names and pronouns, optional disclosure, document flexibility, adjustments and clear communication throughout the process.
- **Structured and fair interviews:** standardised questions, job-relevant criteria, interviewer bias checks, inclusive questioning and psychologically safe interview practice.
- **Fair decision making:** separating evidence from assumption, documenting decisions, checking patterns of bias and protecting candidate experience.
- **Inclusive management:** setting behavioural expectations, responding to concerns, giving support without making assumptions and building confidence in difficult conversations.
- **Disclosure and transition at work:** confidentiality, chosen names and pronouns, individualised support, necessary workplace changes and respectful communication planning.
- **Policy and procedure review:** recruitment, anti-harassment, family, dress, facilities, benefits, complaints and transition-related practice.
- **Microaggressions and intervention:** recognising impact, interrupting inappropriate behaviour, bystander techniques, follow-up and culture repair.
- **Real workplace scenarios:** practical responses to discrimination, client or customer behaviour, team tension, conflicting views and management uncertainty.
- **Action planning:** role-specific commitments, immediate improvements and priorities for organisational follow-through.

Putting the learning into practice

Participants review realistic recruitment and workplace examples, improve weak practice and rehearse confident management responses.

Employer benefit

More capable managers, more consistent recruitment and a better experience for candidates, employees and customers.

PROUD LEGACY

One-off full-day live programme | £1,100 + VAT | Up to 20 participants
Every participant receives a certificate of completion and a practical takeaway glossary covering pronouns, LGBTQ+ terminology and clear definitions. The glossary supports continued learning, respectful communication, better customer service and day-to-day workplace inclusion.

Purpose

Proud Legacy helps employers embed inclusion beyond a single training event through leadership ownership, practical planning and measurable action.

Who it is for

Senior leaders, executives, HR and people leaders, inclusion leads, organisational development teams and internal champions.

What participants will learn

- **Leadership ownership:** defining executive responsibility, visible sponsorship, decision-making standards and the behaviours leaders must model.
- **Authentic allyship and advocacy:** moving from passive support to informed action, speaking up when LGBTQ+ people are not present and using influence responsibly.
- **Organisational diagnosis:** identifying gaps between stated values and lived experience across recruitment, progression, policy, management and culture.
- **Stakeholder mapping:** identifying decision makers, influencers, champions, affected groups and sources of resistance or uncertainty.
- **Managing resistance:** distinguishing questions from obstruction, addressing concerns with evidence, maintaining clear standards and planning appropriate responses.
- **Implementation strategy:** translating priorities into ownership, actions, timescales, resources and internal communication.
- **Measures and evidence:** establishing proportionate baselines, success indicators, employee feedback, recruitment measures and review points.
- **Thirty-day priorities:** immediate, visible and achievable changes that build credibility.
- **Ninety-day development:** strengthening management capability, policy, communication and internal accountability.
- **Twelve-month roadmap:** longer-term cultural objectives, leadership review, learning refresh, policy cycles and sustainable ownership.
- **Continuous improvement:** reviewing evidence, learning from feedback, adapting the approach and preventing momentum from fading after launch.

Putting the learning into practice

Leaders identify strengths and gaps, agree ownership and build a practical implementation roadmap.

Employer benefit

A clear route from commitment to delivery, with stronger accountability and a practical structure for sustained progress.

EMPLOYER RECOGNITION & ADDITIONAL SUPPORT

There is no annual fee for the training shown in this guide. Employers pay the relevant one-off session fee. If an employer later requests recruitment, policy review, culture development or longer-term inclusion support, Proud Recruitment will provide a separate written quotation describing exactly what work will be delivered and the cost. No additional work begins until the employer approves it.

Employer recognition included
Employers that complete Proud Recruitment training or recruit through Proud Recruitment receive a Proud Recruitment Employer Badge. With the employer's approval, Proud Recruitment will also promote the employer's commitment to inclusive practice on the Proud Recruitment website and social media platforms, helping to strengthen the employer's visibility, reputation and brand.

PRICING NOTES

- **One-off fee:** each listed price covers one live session; there is no annual training fee or commitment.
- **Group size:** fees cover up to 20 participants. Larger groups or repeat sessions are quoted separately.
- **VAT:** all prices exclude VAT, which is added at the prevailing rate.
- **Venue and travel:** the employer provides the venue and pays any reasonable travel or accommodation costs agreed in advance for delivery outside London.
- **Additional work:** substantial redesign, consultancy or other support is quoted and approved separately before it begins.

WHAT EVERY EMPLOYER RECEIVES

- A pre-delivery discussion covering the audience, workplace context, venue, accessibility and intended outcomes
- Live, practical learning with relevant workplace and customer-service examples
- A certificate of completion and a pronoun, terminology and definitions glossary for every participant
- Clear takeaway actions that participants can apply in their roles
- A Proud Recruitment Employer Badge, plus promotion across Proud Recruitment's website and social media platforms with the employer's approval

BOOKING AND ENQUIRIES

1. Contact Proud Recruitment with your preferred option, team size, venue and proposed dates.
2. A short pre-delivery discussion confirms requirements and reasonable adjustments.
3. You receive a written proposal, Terms of Business and an invoice showing the agreed fee plus VAT.
4. An authorised employer representative signs the Terms of Business and makes any required payment.
5. The session date is then confirmed.

Email info@proud-recruitment.uk with your company name, contact person, team size, preferred training option and proposed dates. Proud Recruitment will respond on the same working day wherever possible to discuss the requirement and issue the proposal and Terms of Business.