

4 DAY TRAINING PROGRAMME

The Leadership and Management Development Programme is endorsed by the Institute of Leadership and Management. All successful participants will receive an endorsed certificate from the ILM and benefit from ILM membership for a year.

Programme Outline

AIMS AND OBJECTIVES

Aims:

The aim of the programme is to give you the tools necessary to enable you to be effective leaders and managers in the workplace.

Objectives

For you to:

- Be completely clear on your role, key responsibilities and accountabilities and those of your team
- Learn new ways to improve management and leadership of people
- Understanding your needs and those of your team in measuring success
- Improve skills in all areas of leadership and management including:
 - Time management
 - Delegation
 - Communications - internal and external
 - Presentation
 - Assertiveness
 - Handling conflict
 - Review and feedback
- Empower yourself to take responsibility for your own development
- Demonstrate, cascade and embed your company culture – ‘walk the talk’
- Become part of the leadership and management community through exposure to and membership of the ILM
- Gain certificated recognition of the skills you have acquired

Approach

- This four day programme will include tutor-lead input, discussions, syndicate work and exercises on an individual and group basis plus individual project work. Total programme hours = 28 classroom hours, some personal coaching plus 4 hours project work.
- You will be assessed by project work, relevant to your daily work. which you will choose (subject to your management’s approval) in the first module of the programme.
- You will have free access to the tutor during the programme and will be supported by telephone coaching sessions conducted by a tutor throughout. Assessment will be in the form of a 600 - 900 word write up of your personal, project assignment.

Module1 - (2 days)

Leadership – understanding yourself in order to lead and inspire others

DAY 1

Introduction

- Objectives and content for the programme and the module
- Understanding the project element of the course

Leadership

- What is leadership?
- Exercise on the role of leaders

Yourself

- Understanding and inspiring yourself first in order to be able to lead and inspire others.
- Exercise to demonstrate differences within the group

Strength deployment inventory (SDI)

- Introduction to the motivational value system
- Complete the SDI
- Exercises and discussion on the value of understanding yourself
- Review a team dynamic
- Further exercises to establish the importance of understanding the motivations of others.

Using SDI

- Understanding conflict
- Handling conflict
- Warranted and unwarranted conflict

Review of day 1

- Lessons learned
- Personal action plans

DAY 2

Leadership styles

- Leadership versus management - discussion
- Different leadership styles – input session
- What is your preferred leadership style?
- Strengths and overdone strengths
- Exercise on different leadership styles

Inspiring others

- Linking inspiring others to the SDI

Individual project selection

- Define individual work related issues and challenges and set your own business related success criteria for resolving/making progress on a specific issue.
- This success criteria measure will run throughout the programme

Individual project start up

- Draw up a plan to start your project
- Prepare a presentation linking in the lessons from the programme so far
- Present it back to the tutor and rest of the group
- Agree follow up coaching sessions in between modules in order to track progress.

Review of day 2

- Lessons learned & personal action plans

Module2 - (1 day)

Business as Usual – Managing day to day

Introduction

- Review of work in progress
- Objectives for this module

Leadership – Key Components

- Setting Clear Direction
- Communicating

Business as usual

- The group objectives, taking a look at the job itself - project management, time management and people management. You will look at best practice and explore the skills you need. Following on from event one, you will explore how your better understanding of yourself will enable you to use your strengths to be a more effective manager.
- Taking a look at the effects of change on leading and managing. They explore their own attitudes and beliefs to change and the impact this has on their role and team. They will work on how to motivate others to perform in an ever changing environment
- In particular look at communications styles and how to ensure the right communication for the right message/target audience

Review of day

- Lessons learned & personal action plans

Module 3 - (1 day)

Motivating and Coaching

Introduction

- Review of work in progress
- Objectives for this module

Motivating

- Taking a look at how to motivate and communicate with your team(s). In particular considering the challenges of dealing with all types of people, being assertive and communicating with others. You will learn how to define individual motivational drivers and employ the best style with each team member

The power of regular and rigorous review

- You will explore a range of coaching techniques and giving powerful feedback.

Leading by Example

- You will be asked to give a presentation to the rest of the group covering the progress made on challenges/ issues in direct relation to the measures set up following the development centre and agreed at the first event. You will also be giving feedback on the effects of the programme.

Review of day and of programme

- Lessons Learned & Personal action plans