



skillwise

Leadership and Management Development Programme

Our programme is designed to provide participants with the communication and motivational skills needed to improve operational efficiency. Throughout the programme participants will be supported by experienced management experts, who will give them the knowledge and skills to apply in their business environment.

Over the 12 to 15-month programme, participants will cover a variety of topics allowing them to support, manage and develop both themselves and their teams. They will also learn to manage projects, plan and monitor workloads and resources, deliver business plans, resolve problems and make decisions. We have worked with many employers to develop an innovative and exciting programme which will benefit both future leaders and businesses.

Programme Overview

The Leadership and Management Development Programme is for someone who can take responsibility for managing a team or a project. They can support, manage and develop team members, manage projects, plan and monitor workloads and resources. They can take responsibility for delivering operational plans, resolving problems, and building relationships. It is applicable to professional team leaders, first line managers and supervisors from all sectors - the private, public or third sector - and all sizes of organisation. It will typically take between 12 and 15 months to complete, although the exact duration will be dependent on the previous experience of the individual.

This programme has been designed to provide access to development opportunities for as wide a range of individuals as possible. This includes individuals who are at the start of their career in leadership and management and who wish to take their first steps into professional management. It is also appropriate for those already in management roles who may already have developed practical experience but who wish to develop their theoretical understanding of management and leadership skills.

On completion, candidates may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression. The assessment approach is critical, being robust, challenging and testing, and will ensure that candidates meet the skills, knowledge and behaviour outcomes as defined in the Standard, whichever Training Provider is delivering the programme, and whichever Independent Assessment Organisation undertakes the End Point Assessment.

Effective leadership and teamwork depends on an honest appraisal of your own strengths, weaknesses, leadership style combined with a firm understanding of those within the team. By developing an individual's personal awareness, they will have a firm understanding of their own motivational behaviour and that of others, how their actions affect others and how different situations demand different approaches. Expanding their personal repertoire of leadership strategies they will become a more effective leader and thus a higher performing team.

The ability to monitor one's own and others feelings and emotions allows leaders to make more humanistic decisions about the future of themselves, their team and the organisation. This programme is designed to improve individuals that are potential, new or established leaders and will take candidates into the world of Emotional Intelligence, Personal Awareness and how they can develop their skills and understanding of the 'Art of Leadership' to become more effective leaders.

The Programme

The programme is delivered over 12 to 15 months which will include monthly taught sessions, workplace visits, online sessions and 1 to 1 discussions with your allocated mentor. Candidates will attend monthly workshops where the modules listed below will be facilitated in a highly experiential interactive delivery style that will ensure that all candidates develop a firm understanding of the subject and can then apply this to their role.

All candidates will undertake a 360° feedback analysis in the first and last month of the programme to allow for a bespoke development plan to be produced, actioned and measured which will support the individualised development for candidates.

Through the use of a range of proven profiling tools we enable leaders and managers to improve team effectiveness and reduce the cost of conflict. These highly effective learning resources and development tools are based on self-awareness, awareness of others and the fundamentals of building high performing relationships internally and externally. We work with these tools to help organisations and individuals to become better leaders, manage conflict - improve communication, manage change and to drive individual and team performance

Delegates will be given a tailored individual development plan and assigned a personal coach/mentor during the first session. They will then receive support from their coach/mentor throughout the programme, including workplace visits, online groups and individual session, phone, email and one to one meetings.

All delegates will be required to keep an up to date professional development journal which should be shared with their line manager monthly. This will also be used to track the 20% off the job training required of all delegates.

Programme Workshops

Workshop One – Induction

In the induction we will cover your learning styles and tailor the programme to your preferred style creating your ILP (Individual Learning Plan). The intent of the programme will be explained and how this will be implemented through taught sessions, coaching and mentoring. We will also look at the impact that values have on leadership and management.

Workshop Two – Leading People

For this, delegates will be able to utilise different leadership skills and behaviours to maximise team performance. Developing a firm understanding of their preferred leadership style and how to utilise this to best effect, including practical coaching, mentoring and organisational culture.

Workshop Three – Managing People

In this module, delegates will use a variety of sources to identify development needs and will begin to understand how their behaviour impacts on their team. – Delegates will learn how to Build High Performing Teams using tools and techniques such as, stages of team development and understanding team dynamics. Understand appraisals, performance improvement plans, absence management and how to deal with harassment and bullying.

Workshop Four – Building Relationships and Communication

Delegates will be taught Personal Awareness and Emotional Intelligence using tools which look at their behaviour, competencies, personal strengths and weaknesses, understanding the behaviour and needs of others and dealing with conflict as a leader. This will also enable them to build stronger relationships both internally and externally.

Workshop five – Operational Management and Decision Making

This module helps delegates understand how organisational strategy is developed and implemented, know how to effectively put in place operational and team plans given resources available, learn how to manage change within a team or organisation and understand how data is managed in the workplace and used to inform decision making.

Workshop six – Project Management

In this module, delegates will work within a project life cycle understanding organisational governance and effectively use project management tools. They will learn the roles and responsibilities of the various people associated with a project and will know how to mitigate project risks and deal with project issues.

Workshop seven – Management of Self and Finance Awareness

This module will help delegates to understand different approaches to planning their own workload and that of others through the use of time management techniques and tools. Delegates will understand the importance of financial governance and compliance within their organisation.



Paying for the Programme

Non-Levy paying employers – Payroll bill is under £3m per annum

The cost of the training to the business is just 5% of the total value of the programme. For this programme the total value is £4500, leaving just £225 to be contributed by the business. The remaining 95% is covered by Government funding.

The payment terms for this would be agreed prior to the start of the programme and the employer is required to sign a commitment statement agreeing to support the employee/s for the duration of the programme and pay all agreed fees.

Levy paying employers – Payroll bill is £3m or more per annum

Levy paying employers can access their levy account to fund this programme through the digital account, we can support you with the set-up process. There are no extra costs for the business unless you have used your Levy payments, in this case you would need to contribute just 5% to the cost of the programme.

Operating the digital account – General principles for all levy-paying employers

In all instances:

- Monthly payments will be taken from the employer's digital account to pay for the training and assessment.
- The price for apprenticeship standards needs to include the cost of the endpoint assessment, which employers must agree with the apprentice assessment organisation.
- Employers should negotiate best value for apprenticeships – the funding bands for apprenticeship standards and frameworks are a maximum level. In some instances, employers will be able to secure better value e.g. due to economy of scale.
- Employers can agree a cost above the maximum funding band – all additional costs will be paid by the employer.
- If a levy-paying employer has insufficient funds available in their digital account to meet the full costs of training and assessment, they will need to co-invest 5% of the remaining balance

If you need support or guidance with accessing your levy fund or setting up your digital apprenticeship account, then one of our experienced team will be happy to help.

Full-cost commercial payment

An individual or employer that is not eligible to be able to access the government funding will be able to access the programme on a commercial payment basis, the rates for the programme will be agreed prior to the start and a range of payment options are available.

What our clients say:

"My participation has allowed me to gain a qualification to support my current role. My learning has been more than just professional tools, I have learnt things about myself and skills to use in all areas of my life."

Dave Riley – Contracts Manager – UK Gas

"Amie and James both attended the Skillwise Leadership and Management programme throughout 2020/21. The purpose of the course was to deliver hands on practical management training to enable Amie and James to both develop as individuals ready for the next managerial step, but also their operational efficiency through leadership, communication, and line management training. Throughout the course it has become evident from the hard work and commitment that both Amie and James put in, guided by their excellent mentor Debs, that it has delivered clear and obvious results: seen in their confidence when managing both their line reports, peers and customers. The confidence and the skills to manage meetings effectively, deal with conflict and communicate effectively is now being delivered within the workplace. This enables them to influence and help drive the business and culture we wish to achieve; adding significantly to the business internally and encouraging further growth. This formal management will support their continued expanding role within the business."

William Whittaker – Managing Consultant – WA Management

"The support from the Skillwise team has been fantastic. I have learnt many new strategies and techniques to use in the business. I like the fact that the course is tailored around the needs of the business so it just not just theory, but real practical skills that can be put immediately into practice. The course has helped me to better understand my learning and leadership styles and how to use these effectively within my team. All the team have clear objectives and plans in place which has helped us operationally as well as improving staff morale".

Sarah Rhodes – Marketing Services Director – The Best of Walsall

"The course so far has helped me understand more about leadership and management, in particular the models and their uses. It has given me confidence, by learning more, to deliver as a manager in the business. "

Melissa Fazackerley – SHEQ Manager – Longworth UK

Further Information

For further information or to apply for this programme please call one of our expert advisors on **0121 713 1661** or email **info@skillwise.biz** to arrange a free no obligation consultation to find out if this is the right programme for you and your employees.