

Leadership & Management Development Programme

London - venue tba

Joining Instructions

October 2017 – April 2018

Course benefits

- Opportunity to network and share best practice with officers from other students' unions
- Practical exercises and activities to improve teamworking and communication effectiveness
- Information packs, handouts and links to videos and articles to help learning
- A nationally recognised ILM Level 5 qualification, with telephone mentoring support to achieve this
- A CV that recognises your achievements, enhances employability and interviewing skills

Leadership and Management Development Programme

Welcome to the Leadership and Management Development Programme, which will start in October 2017. The course will run over 7 months finishing in April 2018 with a mixture of workshop input and self-study.

The course has been designed around 8 key modules to help you get the most out of your time as a sabbatical officer and to enhance your employability skills. The course has a number of elements to support your learning and development:

- 8 one-day training days spread over 7 months
- Action planning
- Telephone mentoring support for completing assignments

The first day will include an introduction to the training and ILM qualification, focusing on how the course will run and how you can get the most out of the workshops.

Programme benefits

At the end of the programme you will be able to:

- Identify what makes an effective officer and understand your leadership role as a sabbatical officer
- Explore best practice in working with others and team working
- Start to explore your own leadership style, strengths and areas for development
- Identify models and theories of communication to help you become a more effective communicator
- Identify how we engage stakeholders and build effective relationships
- Identify how you can use the training and your time as an officer to enhance your CV and interviewing skills
- Gain an ILM nationally recognised qualification at Level 5

What will be expected of you?

This is a significant amount of time to commit to this training for you and your organisation; it is therefore important that you get the most you can from the workshops - for your own personal development and for those you work with. To help this happen we would like you to:

- Read the programme benefits and module content and reflect on what you would like to gain from the 8 workshops
- Discuss with a manager or officer and agree areas you should focus on during the course - remember development is about building on strengths and addressing weaknesses. It would be useful to consider the following two questions:
 - 1) What would I like to know as I go through the training that I don't know now?
 - 2) What skills would I like to develop as I go through the programme?

Optional routes for an ILM qualification

As part of your training you will have 2 optional routes for an ILM qualification:

Option 1 - Level 5 Award in Leadership and Management

Option 2 - Level 5 Certificate in Leadership and Management

Both the above options will need to be decided after your first training day and a schedule will be agreed for completion of your assignments (2 for an Award; 3 for a Certificate).

What are the domestic arrangements?

We will be breaking for tea and coffee in the morning and afternoon, you will need to make your own arrangements for lunch. Please let us know of any support you might need when attending the training or during your learning. As the sessions will be informal please wear what you feel comfortable in, most people wear their normal working clothes.

If you have any further questions or queries, please do not hesitate to contact me or Leanne leanne@blueedgetraining.com

I will be your trainer and look forward to meeting you and working with you.

Best regards

Daniel

Daniel Bourne

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Programme at a glance

Leadership & Management Development Programme

Workshop times: 9.30am - 4.30pm

Venue: tba

Room: tba

Trainer: Daniel Bourne M: 07961 099425 E: daniel@blueedgetraining.com

Programme contact: Leanne Howes T: 01743 367370 E: leanne@blueedgetraining.com

	Dates		Workshop
1	Wednesday	4 October	Personal and organisational skills (Introduction to the training/qualification)
2	Wednesday	1 November	Understanding governance and a trustee's role
3	Wednesday	29 November	Leading and building effective teams
4	Wednesday	10 January 2018	Influencing and communication skills
5	Wednesday	31 January	Understanding stakeholders and developing relationships
6	Wednesday	28 February	The role of a leader and becoming an effective leader
7	Wednesday	21 March	Managing change and innovation
8	Wednesday	18 April	Looking forward - CV writing and interviewing skills

6 September 2017 v3

Assignment schedule

Award – 2 Assignments *		Due Date
1	Understanding governance of organisations	6 weeks after module 2
2	Becoming an effective leader	6 weeks after module 6

Certificate – 3 Assignments *		Due Date
1	Understanding governance of organisations	6 weeks after module 2
2	Management communication	6 weeks after module 4
3	Becoming an effective leader	6 weeks after module 6

Module content

Module 1

Personal and organisational skills

- The core skills of a sabbatical officer
- Personal skills and organisational skills
- Building resilience
- Setting goals and objectives
- Project working
- 3 key elements of a project
- Keeping your projects on track
- Day-to-day time management
- Your ILM qualification

Module 3

Leading and building effective teams

- What makes an effective team
- Building new teams
- The difference between working in and leading teams
- Leading and motivating teams
- Managing team conflict
- Creating a high performance team
- Identifying your own strengths and areas of development

Module 5

Understanding stakeholders and developing relationships

- Defining stakeholders
- Stakeholder analysis
- Customer relationship management
- Customer centric organisations
- Developing standards
- Moments of truth
- Creating lifetime value

Module 7

Managing change and innovation

- What is innovation?
- Innovation and change
- Imbedding change and innovation
- People's response to change
- Change models
- Restructures and being ready for change
- Becoming a change champion

Module 2

ASSIGNMENT option

Understanding governance and a trustee's role

- Identifying what governance is and how it applies to your organisation
- Your different sabbatical roles
- The roles and responsibilities of a trustee
- Identifying governance structures and how they operate
- Exploring what effective governance looks like
- Identifying how feedback from the organisation's stakeholders improves governance

Module 4

ASSIGNMENT option

Influencing and communication skills

- Defining effective communication
- The communication cycle
- Your communication style
- One-to-one and group communication
- Building rapport
- Influencing yourself and others
- Structuring your communication
- Using coaching

Module 6

ASSIGNMENT option

The role of a leader and becoming an effective leader

- Leading against managing
- Leadership in history
- Your leadership style range
- Emotional intelligence
- Developing your own style
- Leading as a role model
- Leadership theories and models
- Motivating and empowering others

Module 8

Looking forward and CV writing

- Reflection on your development
- Identifying your skills and successes
- CV writing
- Job search
- Preparation for interviewing
- Interviewing techniques

ILM qualifications

Level 5 in Leadership and Management

What do I need to do to gain the Level 5 Award and Certificate qualifications?

There are 2 or 3 assignments to complete during the course of the programme and feedback will be given after each assignment to support future assignments. Blue Edge prides itself on the relationship it builds with individuals via email and telephone mentoring support throughout the programme.

We appoint a project manager who will keep managers and the organisation informed about the progress of the course. You will need to complete and pass 2 assignments for an Award; 3 for a Certificate (these assignments are work-based and you will be given ongoing support); the knowledge gained during the workshops plus your own reflection will enable you to pass the assignments.

What do I get from the Level 5 in Leadership and Management qualification?

A nationally recognised qualification by a leading institute. The ILM Level 5 Certificate in Leadership and Management gives practising and developing managers the widest choice for their formal development in this role. The qualification does this by developing a wide range of skills and setting assignments to encourage these skills to be used in the workplace, ensuring that training and real change at work are linked.

Who are the ILM

The ILM is the largest awarding body for leadership and management qualifications in the UK. ILM is the UK market leader in the development, assessment and administration of leadership and management qualifications.

The ILM's primary purpose is to improve the standards of leadership and management in order to drive social and economic prosperity. The ILM works with organisations of all shapes and sizes to define, develop and embed the leadership and management capability they need to succeed.

About Blue Edge

We are a training and consultancy business established for over 18 years, with a team of skilled consultants who have real depth of experience in the public, private and third sectors. Our consultants and trainers specialise in the areas of: leadership and management development; governance; strategy and organisational change; communication; volunteer management; senior mentoring and coaching. As we believe that people are an organisation's biggest asset and we are passionate about developing organisations through their people we ensure that our interventions, whether short-term consultancy or longer-term training programmes, are engaging, cost-effective and inspiring.

Working with a wide range of large and small organisations in the public, private and third sectors, we are adept at bringing the best elements from each sector to inform our learning interventions.

Organisations we work with include the University of Birmingham Guild of Students, Students' Union UCL, Imperial College Union, Sheffield Hallam Students' Union, Shelter, 38 Degrees, Breast Cancer Care, The University of Kent, Action for Children, Stanton Williams, The Hospital Club, The NHS, Vulcan, The Hepworth Wakefield, Foundling Museum and the Whitechapel Gallery.

We are an approved centre for the ILM

The ILM is a premier body with experience in the field of leadership and management recognised in the UK and internationally. We offer nationally recognised qualifications in leadership and management and can build a course that meets your training needs and gain accreditation for delegates.

Course contact:

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