

Course Duration

The modules will be approximately one month apart. This will allow sufficient time for consolidation and the completion of assignment work, but will be frequent enough to keep the momentum and motivation going.

Development logs

Each delegate will receive a Development Log for each module. This document is for personal use and can be discussed with line managers prior to and after the course. Its objective is to encourage delegates to reflect on the upcoming module topics, identify where they feel they may have weaknesses and then document the changes they have made as a result of the course.

Work assignments

It is suggested that there be three assignments throughout the programme – the first two being written reports and the third one being a presentation for the final graduation day.

The assignment subjects would be based upon topics covered during the various modules and will be designed to get delegates to put the theoretical skills learnt in the classroom into practice in the workplace and to report back on the results.

Delegates will be expected to submit the two written assignments by email. They will then be assessed by the trainer, commented upon and returned to the delegates by email. There will also be time made available during the training days to discuss the assignments.

In addition delegates will create a personal checklist at the end of each module of things that they would like to put into practise prior to the following module. This will ensure that they take the learning back into the workplace. They will not be asked to write a written report but to have a session at the start of the next module where they discuss with their table group. One delegate will then give a formal presentation on behalf of their group. (This will give monthly practice of presentation skills).

Graduation day

A final day has been scheduled to allow for students to give open and honest feedback on the programme, give their presentations to senior management and receive their certificates of achievement.

E-mail support

Throughout the programme delegates will be able to get e-mail support. This should work as a mentoring scheme and delegates must be made to understand that all communication is strictly confidential.

Module 1 – Introduction to programme and personal preparation - (1 day)

- Introducing the programme
- Explanation of the Training Log and its use
- An introduction to the assignments
- Personality analysis
- Understanding the colours
- Personal SWOT analysis
- Changing your perspective
- Achieve your goals

Module 2 – Understanding management & leadership - (1 day)

- Management v leadership
- Management style analysis
- Planning and organising
- Communication

Module 3 – Develop yourself - (2 days)

- Decision making and problem solving
- Time management, Delegation
- Stress management

Module 4 – Developing others - (2 days)

- Setting goals, Motivation
- Giving and receiving feedback
- Performance management
- Coaching and mentoring
- Handling difficult employees
- Conflict management

Module 5 – Influencing skills and managing change - (2 days)

- Influencing skills
- Negotiation skills
- Managing change

Module 6 – Managing the team - (1 day)

- Developing high performance teams
- Understanding team dynamics
- Team roles and Team leadership
- Motivating a team

Module 7 – Putting across your message verbally - (2 days)

- Presentation skills and Public speaking skills

Module 8 – Graduation and presentations - (1 day)

- Student presentations
- Student feedback, Programme wind up