

Leadership & Management Accredited Programme

(can be accredited at Level 4 as a nationally endorsed qualification)

1. Knowing yourself and working with others

Day Sessions:-

1. MBTI
2. Personal Branding

Learning Content:-

- a. Identification (and matching) of individual and organisational skills needs for workplace
- b. Identifying the role of the individual within the workplace
- c. Identifying and assessing the needs of the workplace and how this informs and even conflicts with individual needs

To help consolidate learning:-

1. Analyse why it is important to know yourself and your personal brand in both a leadership and managerial perspective? Give examples to support your response and support your findings with ideas grasps from the workshop and your own researched theoretical content. (2,000 words)

2. Leadership and Management

Day Sessions:-

1. Leadership and Management Theory
2. Building Effective Teams and Performance Management
3. Appraising Employees and Dealing with Difficult people
4. How to Train and Coach people
5. Change Management

Learning Content:-

- a. Leadership Skills
- b. Team Leadership and Management structures and styles
- c. Monitoring Progress
- d. SMART Action Plan
- e. Kolb's Learning Style
- f. Evaluate types of Training needs
- g. Techniques for identifying training needs etc. (including appraisals)
- h. Personal change management (also a focus on Organisational Change would be good)
- i. SWOT for individual and organisation

To help consolidate learning:-

2a. Research and analyse the factors that influence your leadership and/or management style. Explain why your leadership styles will positively affect a team. Use examples from your own experiences and give theoretical support to substantiate your answers. (1,000 words)

2b. Explain how building a team can be challenging but rewarding focusing on the appraisal process you have in your business. Explain the importance of training and coaching and the benefits it can have when dealing with change and innovation. (1,000 words)

3. Understanding Business

Day Session:-

1. Creating your own business from scratch - two team group exercise. Underpinning the departments that make a good successful business.

Learning Content:-

- a. Problem identification and solution
- b. Negotiation access (via clients and/or interviews)
- c. Project planning
- d. Transferable skills (i.e. transfer ideas and/or into other contexts)
- e. Virtual group or team working (where applicable)
- f. Team Leadership (in group situations and where applicable)
- g. Team Leadership management structures and styles (where applicable)
- h. Professional moral and ethics practice
- i. SMART Action Plan (to be realistic/achievable and timely)
- j. Develop own understanding of the purpose of the industry and identify how the sub-sectors and the industry fit together
- k. Exploration of the factors that shape the industry through PESTLE analysis

To help consolidate learning:-

3. Give a reflective account of the session you have had today and your involvement you had with your team and your project. What could you have done to improve your performance and how will you use this experience to enhance your leadership and management skills. (2,000 words)

4. Individual Learning Plans

Day Session:-

Workshop to help learners understand the following:-

1. Identify and note own learning plans
2. Continued Professional Development
3. Reflective review
4. Higher Learning Skills

Individual Journeys linked to Higher Learning Skills (for those out of education for a while)

a. Action planning and Individual Learning Plan (linked to e-ILP)

To help consolidate learning, ILP to be created thinking about:-

4. Over the year create a portfolio of evidence outlining your own Learning, including Continued professional development and at least 1 reflective review based on an area of responsibility you have been involved in. (no word count)