Module 1 — Leading yourself

Before you lead and manage others, you need to know and manage yourself effectively. This means developing emotional intelligence; understanding your own personality and seeking to understand others, considering how you communicate and how you are perceived by others.

Aims for the module:

- Consider the importance of emotional intelligence for self-leadership and leadership of others.
- Reflect on your own personality and how this impacts your own leadership and those you lead.
- Understand and recognise different personality traits.
- Explore a range of communication styles and consider the implications for leadership.
- Reflect on the impact your behaviours and actions have on others and how you are perceived.

Module 2 — Leading vision and culture

This module explores the importance of establishing a clear vision and developing a culture to support learning. The session helps delegates to understand the fusion between vision and culture and the successful team behind its delivery.

Aims for the module:

- Consider how to shape and communicate a compelling vision.
- Reflect on the school vision and your own vision for the work and teams you lead.
- Begin identifying a project focus.
- Explore the importance of school culture.

Module 3 — Leading a team

This module explores the key elements of building and leading an effective team and how to evaluate the strengths and weaknesses of particular teams in delivering successful outcomes.

Aims for the module:

- Explore the key elements of building and effective team.
- Reflect upon what effective leaders of teams do and reflect upon their behaviours.
- Understand the elements of a successful project management plan for implementation.

Module 4 — Leading and influencing others

This module explores interpersonal skills and influencing approaches to achieve success.

Aims for the module:

- Explore a range of theories and frameworks about leading and influencing others and apply these to your own context.
- Identify influencing skills and approaches to getting buy-in.
- Plan how you might influence different stakeholders in a range of scenarios.

Module 5 — Leading effective meetings

This module explores the key elements of leading effective meetings including setting the agenda, managing the discussion, chairing meetings and dealing with problematic behaviours. It also explores managing conflict and how to diffuse anger.

Aims for the module:

- To understand and implement the characteristics of effective meetings.
- Understand the skill of setting agendas and chairing meetings.
- Develop strategies to manage conflict in meetings.

Module 6 — Leading through coaching and mentoring

This module explores the different approaches that should be considered when supporting a colleague or leading a team. The session helps delegates to understand when best to use these approaches, strategies to implement and identify the potential risks.

Aims for the module:

- Identify coaching, collaborative and mentoring techniques, applying them to workplace situations as appropriate
- How to select appropriately from a range of strategies to support and collaborate with colleagues
- Apply effective communication skills when working with colleagues to achieve a goal.

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