

Rightrack ... a little bit of magic

Leadership Uncovered
a 3 x 2 day programme



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Introduction

The Leadership Uncovered Development Programme is a 3 x 2 day modular programme aimed at team leaders, supervisors and managers who have line management responsibility for individuals and teams.

The aim of the programme is to progressively provide an understanding of the key knowledge and skills required to be a successful leader within the company.

Approach

This is a modular programme that consists of 3 x 2 day modules. Modules can either be purchased individually or as a complete leadership development package.

As an additional option available to you, we have had this programme recognised by the Institute of Leadership & Management as an ILM Development Programme. This provides external recognition for the programme, with participants receiving a certificate from the ILM and a year's ILM Membership.

We have also had versions of this programme recognised as ILM Development Programmes specifically for the housing sector and the public sector.

If the ILM Development Programme option is taken, participants need to attend 46 taught hours (7 days) with approximately 9 additional hours of self-study, personal analysis and transfer learning activities. No formal exams are required.

Outline

Module One – Managing / Leading Self

- Raises awareness of the need for people skills & team work in order to make transactions run smoother
- Takes people out of their comfort zone & increases self-awareness
- Challenges the individual/team
- Creates better cooperation
- Starts the development process with a bang
- Highlights the need for good leadership, communication, management of others, personal effectiveness etc
- Delegates explore the role of the manager and its context within the company
- Personal development plans agreed



Module Two – Leading Self

- Personal effectiveness
- Prioritising
- Effective communication skills
- Understanding own behaviour & other people using Transactional Analysis (TA)
- Influencing others
- Networking inside & outside the company
- Problem solving – analysing problems and finding creative and commercial solutions
- Taking decisions – using a structured process & networking
- Taking ownership for solution generation & decision making
- Leading projects and managing of change process
- Personal development plans agreed

Module Three – Leading Others

- Setting clear individual and organisation objectives
- Performance management within the team – maintaining peak performance and improving poor performance
- Practical approach to engaging and empowering teams in order to achieve positive performance
- Motivating teams & individuals for high performance
- Motivation theory
- Developing your people
- Effective delegation
- Overcoming people problems, difficult situations and effective conflict management
- Enhancing performance through coaching and mentoring
- Applying constructive, corrective and timely feedback
- Sharing knowledge to benefit all
- Agreement on practical assignments to undertake as part of the PDP



Programme Options

This is an in-company programme with the following options:

Available Packages:	<p>Ready-to-Go - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice</p> <p>Customised - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available</p> <p>Bespoke - We research, design and deliver the programme specifically for your needs</p> <p>ILM - We can design this to be eligible as an Institute of Leadership & Management Development Programme, which can provide external recognition for your programme</p>
Duration:	Modular – 3 x 2 days
Materials:	Folder, workbook, handouts, pen and certificate of attendance
Support:	<p>Research - Pre-programme research visit or telephone discussion</p> <p>Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p>Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p>Rightrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p>
Dates & Location:	To suit you
Delegates:	Up to 12 people
Style:	Rightrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
Learning Methods:	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

