

Calderdale College – Empowering Leaders

1. Strategic Leadership and Management

Description: Participants will be provided with an insight into strategic leadership and management. A range of strategic business tools are covered in depth, allowing delegates to apply these to their working practices. Horizon scanning and situational analysis form the basis of this training providing delegates with a number of strategic tools to implement back in the workplace.

Impact for employees:

- Develop skills and tools to become a more efficient manager/leader
- Develop strategies for dealing with difficult situations
- Increased work efficiency
- Developed leadership capabilities

Impact for employers:

- Increased internal and external customer satisfaction
- Heighten productivity levels
- Employees equipped with the skills they need to fulfil their role
- Better communication and collaboration in teams.
- Motivate and empower employees.
- An upskilled workforce, with the skills and knowledge required to operate strategically

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Remote – two half days over one week. Face to face – one full day.

2. Time Management

Description: This course introduces participants to a broad range of tools and techniques to manage self and others effectively. Participants will focus on personal wellbeing, alongside the wellbeing of others throughout this course.

The following areas will be covered:

- Recognising signs of stress before “burn out”
- Understand your “time stealers”
- Principles of effective time management
- Time management techniques and tools
- Identifying solutions

Impact for employees:

- Ability to identify and manage stress levels
- Tools to develop yourself as an effective employee
- Confidence to adopt a range of strategies to manage own time and workload

Impact for employers:

- An upskilled workforce, with the skills and knowledge required to manage their workload
- Motivate and empower employees
- Increased business efficiency and productivity

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Remote – two half days over one week. Face to face – one full day.

3. Effective delegation

Description: This course provides effective delegation training for managers and provides the skills and techniques to delegate with clarity and purpose.

The following areas will be covered under this course; however, the content can be tailored to meet specific needs of the business:

- Introduction to delegation
- The impact of delegation on the business and people
- Barriers to effective delegation
- Effective delegation styles
- Dos and Don'ts

Impact for employees:

- Develop skills to delegate effectively
- Develop your leadership capabilities
- Increase productivity for yourself and others
- Improve relationships with colleagues
- Tools to become a more effective leader

Impact for employers:

- Increased internal and external customer satisfaction
- Develop a happier and more effective workforce
- Employees equipped with the skills they need to fulfil their role
- Better communication and collaboration in teams
- Motivate and empower employees
- An upskilled workforce, with the skills and knowledge required to delegate effectively

Non-Accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Remote – two half days over one week. Face to face – one full day

4. Inspirational Leadership Programme

Description: The ILP is a high-level leadership programme and is ideally suited for director level or upper level middle managers. Anyone in any level of management would benefit from the universal principles included in the course but there are other courses that may be more suitable depending on a person's experience.

The content of the Inspirational Leadership Programme is highly personalised and structured in a way that almost becomes a bespoke course for everyone who participates. General areas covered include:

- Management vs leadership
- Feedback
- Attitude
- Presentation skills
- Coaching and developing people
- Communication

What's included:

- 360 degree assessment from a minimum of 12 people. The assessment is presented as a series of questions about your character from a professional and personal perspective.
- In-depth and confidential personal interview with a coach
- Personal coaching between sessions (coaching calls to assess and discuss progress)
- Coaching during and after weekly presentations
- A copy of Dale Carnegie's 'How to Win Friends and Influence People'
- Book prizes
- Training manual
- Final interview

You will learn how to:

- Set the direction for the future
- Create a culture of leadership and high performance
- Align people, motivate them and enable them to make vision a reality
- Learn how to change mindsets and behaviours
- Have courage to take on new business challenges
- Prepare your organisation for change
- Project a professional image and attitude at all times

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Eight days over eight weeks

5. Ultimate Leadership Programme

Description: The Ultimate Leadership Programme (ULP) is designed for people who are ready to explore the relationship between personal growth and professional success. The ULP is for high level leaders who are vital to the ongoing success of the organisation and if lost, would significantly impact the business.

The Ultimate Leadership Programme covers:

- Personal performance
- Company performance
- Physical fitness, and mental resilience
- Inspiring others
- Leadership and building a culture
- SWOT Analysis

What's included:

- 360 degree assessment from a minimum of 12 people. The assessment is presented as a series of questions about your character from a professional and personal perspective.
- In-depth and confidential personal interview with a coach
- Personal coaching between sessions (coaching calls to assess and discuss progress)
- Coaching during and after weekly presentations
- Book prizes
- Training manual
- Final Interview

You will learn how to:

- Set the direction for the future
- Create a culture of leadership and high performance
- Align people, motivate them and enable them to make vision a reality
- Learn how to change mindsets and behaviours
- Have courage to take on new business challenges
- Prepare your organisation for change
- Project a professional image and attitude at all times
- Create healthy sustainable habits for positive wellbeing
- Prevent your subconscious mind limiting your performance
- Increase your resilience and that of those around you
- Separate your emotions from your actions and reactions
- Press the pause button
- Control your own Chimp brain and bypass that of others for effective communication

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: 14 days over 40 weeks

6. ILM Level 3 Certificate In Leadership And Management

Description: The ILM Level 3 Certificate in Leadership and Management is a comprehensive course designed to give practicing or aspiring first line managers a solid foundation in their formal development as a manager.

Themes include:

- Understanding the communication process in the Workplace
- Understanding the organisation and its context
- Understanding stress management in the workplace
- Leading and motivating a team effectively
- Delegating authority in the workplace
- Developing yourself as an effective team member

Impact for employees:

- Consolidate your management skills and experience
- Build knowledge of specialist business areas
- Develop the capabilities and personal awareness you need be a leader
- Accredite your experience with a nationally recognised qualification

Impact for employers:

- Middle managers with an advanced understanding of their role and function in your organisation
- Managers who can assess and improve their own leadership styles and behaviours

Accredited through the Institute of Leadership and Management

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Three hours per week over 18 weeks

7. ILM Level 4 Certificate In Leadership And Management

Description: This ILM accredited qualification is designed for new and aspiring department heads, regional team leaders and other middle managers – really get to grips with the role, gain comprehensive business knowledge and develop the skills you need to lead at this level.

Themes include:

- Management communication
- Managing the analysis of secondary data
- Delegating authority in the workplace
- Managing stress and conflict in the organisation
- Understanding how to motivate to improve performance

Impact for employees:

- Consolidate your management skills and experience
- Build knowledge of specialist business areas
- Develop the capabilities and personal awareness you need be a leader
- Accredite your experience with a nationally recognised qualification

Impact for employers:

- Middle managers with an advanced understanding of their role and function in your organisation
- Managers who can assess and improve their own leadership styles and behaviours

Accredited through the Institute of Leadership and Management

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Three hours per week over 18 weeks

8. APM Project Management Qualification (PMQ)

Description: This 5 day level 4 accredited programme provides individuals with an insight and knowledge to enhance the skills-base of project management professionals. The training will incorporate a mix of tools, techniques, process and skills to enhance your career.

Accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Five days over one week

9. Strategic Leadership and Management (half - one day)

Description: This half-day module provides participants with an insight into strategic leadership and management. A range of strategic business tools are covered in depth, allowing participants to apply these to their working practices. Horizon scanning and situational analysis form the basis of this full day session. Participants will leave the session with a number of tools to implement back in the workplace.

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: One day over one week

10. Bespoke Leadership and Management Training

Description: Training will be delivered over 6 days over 10 months and is aimed at managers/supervisors, the training will cover the following:

- Delegation (two days)
- Difficult conversations
- Creating a positive team
- Positive mind-set
- Motivating others

Non-accredited.

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: Six days over 40 week

11. Personal Development – Taking Control

Description: This course will provide participants with the knowledge and skills to support them to achieve their potential. Participants will develop their understanding of key theories of communication, motivation and emotional intelligence.

This programme consists of the following modules:

- Take control: personal development
- Explore emotional intelligence
- Communication is key
- Understanding your drivers

Impact for employees:

- Confidence to adopt a proactive approach to personal development
- Improve understanding of emotional intelligence
- Improve understanding of communication
- Improve understanding of motivation

Impact for employers:

- Drive and sustain business growth
- Develop a happier and more effective workforce
- Develop a proactive workforce
- Motivate and empower employees

Course delivery method: Group learning

Delivery location: Currently delivering all courses remotely via MS Teams

Course length: 12 hours over two weeks