



MDP

Management Development Programme

Cohort 11 begins Wednesday 30th January 2019

Level 3 Certificate in Leadership and Management



Accredited through i2i Development Solutions Ltd

Programme Overview

Building on the successful foundation of our 10 previous cohorts, we are delighted to announce that the 11th cohort of our Management Development Programme will be offered as an accredited qualification.

Kicking off on Wednesday 30th January 2019, this 12-month programme covers a wide variety of management topics, ultimately providing your aspiring team leaders and managers with a Level 3 qualification in Leadership and Management, accredited through the ILM. During the course ILM students are eligible to claim free student membership to the ILM, which provides them with exclusive online resources, benefits, and events to help them with their education.

One session is delivered per month, with additional time being set aside for tutorials with each delegate. These taught sessions are then supplemented with additional self-guided learning and assignments for each accredited module.

As we will only work with delegates who are committed to the whole programme, we ask for your commitment to their development by agreeing that they will attend the full 12-month programme. If delegates can't attend they will still receive their workbook and a catch-up call from the trainer, and their place on the programme will still need to be paid for.

What if my manager is already qualified?

We also offer this course through an unaccredited route at a discounted rate. This route might be more desirable if your chosen manager or team leader already possesses an equivalent qualification or is not able to commit to the additional work required outside of the classroom-based sessions.

This unaccredited route follows the same structure as defined within this booklet, but there would be no requirement for learners to complete assignment work or attend tutorials, and they would not achieve a formal qualification at the end of the course.

Both accredited and unaccredited routes are a fantastic opportunity to develop your Supervisors, Team Leaders and Trainee Managers into your leaders of the future, regardless of whether they have attended similar training in the past.

Spaces on our programme are limited to ensure full group participation, enriching the learning experience and maximising the personal development of each delegate.

Who is this course for?

This course is ideal if you have management responsibilities but no formal training and are serious about developing your abilities. It's particularly suited to practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, employee relations challenges, or other pressures.

Testimonials

Our testimonials speak for themselves:

"We have been involved with Rebecca Bevins HR Services since the first cohort of trainees commenced the 'Managers Development Programme'. Since then, a number of staff from a variety of positions within the service have taken part in the program.

In all cases we have seen a notable improvement in their performance, resulting from improved confidence, understanding of the business and subsequently a more positive approach to their work and that of the team. I wholeheartedly recommend the program and we look forwards to continuing to develop the capacity and potential of our team through working with RBHR."

Chris Cooper, South Somerset District Council



GARADOR

"I have enjoyed the course and feel it has equipped me to better fulfil my role at work"

Dave Burton. Garador



"100% it has made me a better person to work with."

Richard Bulgin, Radfords Fine Fudge

Visit our website for further testimonials: <http://bit.ly/2Gvb6lk>

Summary of key ILM course benefits

Benefits for individuals.

- Gain a range of key management skills and put them into practice in your own role.
- Build your leadership capabilities – motivate and engage teams, manage relationships confidently.
- Develop your leadership and management skills using your own knowledge, values and motivations.

Benefits for employers

- Effective and confident first-line managers.
- Better relationships and communication in teams.
- Proven skills – to get these qualifications, managers will need to show that they can transfer their new skills to your organisation.
- Managers with the tools to develop their own skills and abilities.

Course Overview

The level 3 qualification in Leadership and Management is made up of 8 accredited modules, delivered as part of the 12-month programme. These accredited modules will also be supplemented with non-accredited sessions, designed to provide delegates with a well-rounded set of skills that they can utilise within the workplace.

For each of the accredited modules, delegates will be required to complete an assignment which will form the assessment of the qualification. It is envisioned that delegates will have 2 months to complete each assignment, though extensions to these deadlines can be discussed if required. Upon completion (and after successfully passing) all assignments, delegates will be invited to a end of programme celebration, where they will formally receive their certification for passing the course.

The accredited modules covered in this programme are as follows:

Unit Code	Module Title	Guided Learning Hours	Credit Value
8600-200	Developing yourself as a team leader	6	1
8600-323	Understanding performance management	7	2
8600-315	Understanding recruitment and selection of new staff in the workplace	7	2
8600-209	Understanding change in the workplace	8	2
8600-218	Leading your work team	6	2
8600-314	Understanding discipline in the workplace	5	1
8600-328	Understand how to lead effective meetings	4	2
8600-307	Giving briefings and making presentations	4	2

Institute of Leadership and Management Membership

The Institute of Leadership and Management offer membership grades to suit all levels of experience and qualification, with professional membership you will have access to a wide range of benefits including 'Dimensions of Leadership' and a varied events programme so you can keep up to date with your ongoing CPD.

While you are on programme with RBHR, your Student Membership is FREE!

Studying Membership	Associate Member (AMInstLM)	Member (MInstLM)	Fellowship (FInstLM)
<ul style="list-style-type: none"> • While you're working towards your ILM qualification, you are eligible for FREE Studying Membership. • This gives you complimentary access to a full range of exclusive online resources, benefits, and events to help you to successfully complete your qualification. • Fees: FREE! 	<ul style="list-style-type: none"> • This level is for experienced managers who have one of the following: at least five years' management experience, or a Level 3 qualification, or 20 days' CPD in the past five years • Fees: £102 per year 	<ul style="list-style-type: none"> • Established managers qualify for this grade. You'll be eligible if you have: five or more years' experience and at least a Level 3 qualification, or at least 20 days' CPD in the past five years • Fees: £102 per year 	<ul style="list-style-type: none"> • Highly experienced senior managers can apply for Fellowship of the Institute. You can acquire this grade if you have: at least seven years' management experience, including five years as a senior manager and either a management-related qualification at Level 5 or above, or at least 35 days' CPD within the last seven years • Fees: £138 per year

Membership Benefits include:

Improve your career prospects - Membership not only says you're serious about leadership & management, but also that you're serious about progressing in your career. Proudly add your membership to your CV and professional LinkedIn profile to stand out from the crowd.

Build your network - Collaborate with like-minded members and industry peers. Share and learn from others in the field, regardless of sector or experience.

Edge magazine – Published quarterly, the magazine is packed with high quality content, from interviews with industry movers and shakers, to practical tips for your leadership challenges.

Events – You can gain access to nation-wide events program, including guest speakers, round table discussion groups, seminars and more. Many events are continued/followed up with conversations in the LinkedIn Group.

Webinars – There are a range of webinars, meaning you can join the conversation and hear from inspiring speakers and members alike at work, home or on the go.

Post-nominal letters – On course completion, you can gain professional recognition with the Institute of Leadership and Management's prestigious post-nominal letters to prove your membership and demonstrate your professional experience (see above table).

Programme Modules

The following topics will form part of the Management Development Programme, and are designed to be delivered in one day as part of the ongoing development programme over 12 months.

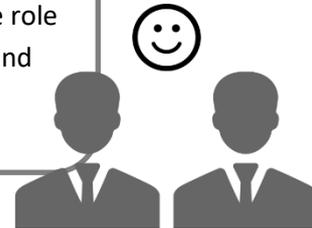


Introduction to Management – Wednesday 30th January 2019

General introduction to life as a manager; comparing to the role of a supervisor and leader. This workshop looks at the absolute essential interpersonal skills required in the role such as communication skills and assertiveness.

Effective Working Relationships – Wednesday 27th February 2019

Using the Belbin team role theory, we look in this workshop at the role each delegate plays within their team and how they can interact and communicate with each of the other team roles to best effect.



Management Behaviours – Wednesday 27th March 2019

This workshop spends the day focussing on delegation, assertiveness, giving and receiving feedback, motivation techniques and problem solving. We explore the required mix of the task, the team and the individual.

Managing Performance – Wednesday 24th April 2019

Here we look at SMARTer ways of managing the task and the team, setting targets and delivering appraisals. We also look at managing capability issues for the consistent under-performers in the delegates' teams.



Recruitment & Selection – Wednesday 29th May 2019

In this workshop we look at the process managers' must go through, from the analysis of the job role, to wording and placing the advert. We cover questioning techniques and best practice recruitment processes.

Change Management – Wednesday 26th June 2019

This workshop provides the knowledge, skills and techniques to effectively manage the delivery of a significant change programme.

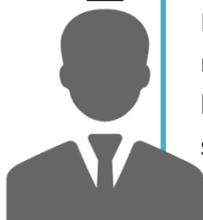


Leadership Skills – Wednesday 24th July 2019

Here we focus on fine-tuning the behaviours learnt so far to develop the delegates into leaders. We focus on setting and achieving goals, managing time and conflict, and inspiring others to create a positive and productive working atmosphere.

Equality & Diversity – Wednesday 28th August 2019

This workshop explains the requirements and expectations of the delegates in regard to compliance in their workplaces with The Equality Act.



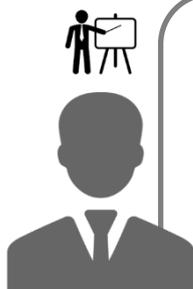
Essentials of Employment Law – Wednesday 25th September 2019

In this session we help the delegates understand their responsibilities for managing their staff within the constraints of employment law. We bring real-life case studies from our consultancy to the group, so that this traditionally staid topic is brought to life to enhance learning.

Effective Meetings & Time Management – Wednesday 30th October 2019

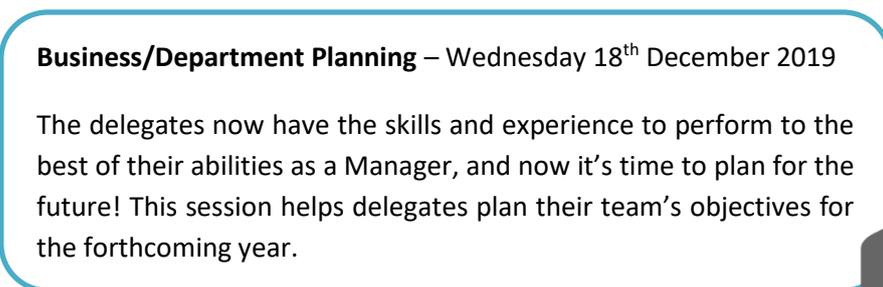
We empower the delegates in this session to become effective meeting Chairpersons, covering the essentials of meeting etiquette. The workshop also focuses on the importance of meeting minutes and assigning actions arising with assertiveness.





Presentation Skills – Wednesday 27th November 2019

Here we observe our own body language and behaviours; analysing how our nerves show and designing strategies to camouflage them.



Business/Department Planning – Wednesday 18th December 2019

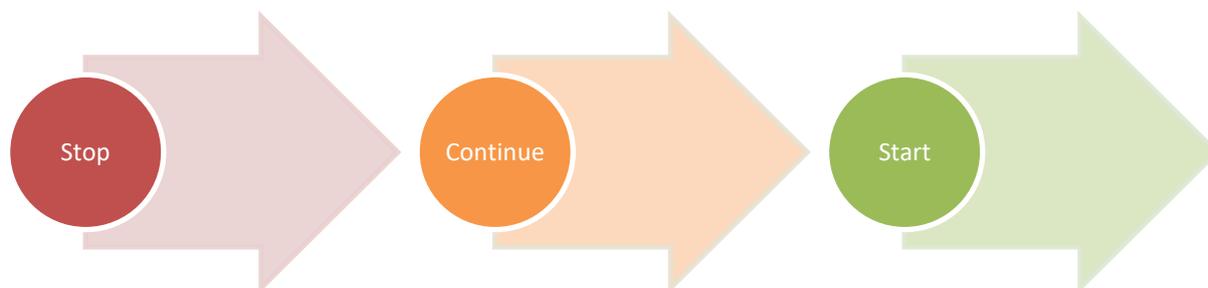
The delegates now have the skills and experience to perform to the best of their abilities as a Manager, and now it's time to plan for the future! This session helps delegates plan their team's objectives for the forthcoming year.

Reflective Practice

After each workshop we ask delegates to reflect on what they have learnt, update their development log and consider what they will **Stop**, **Continue** and **Start** doing.

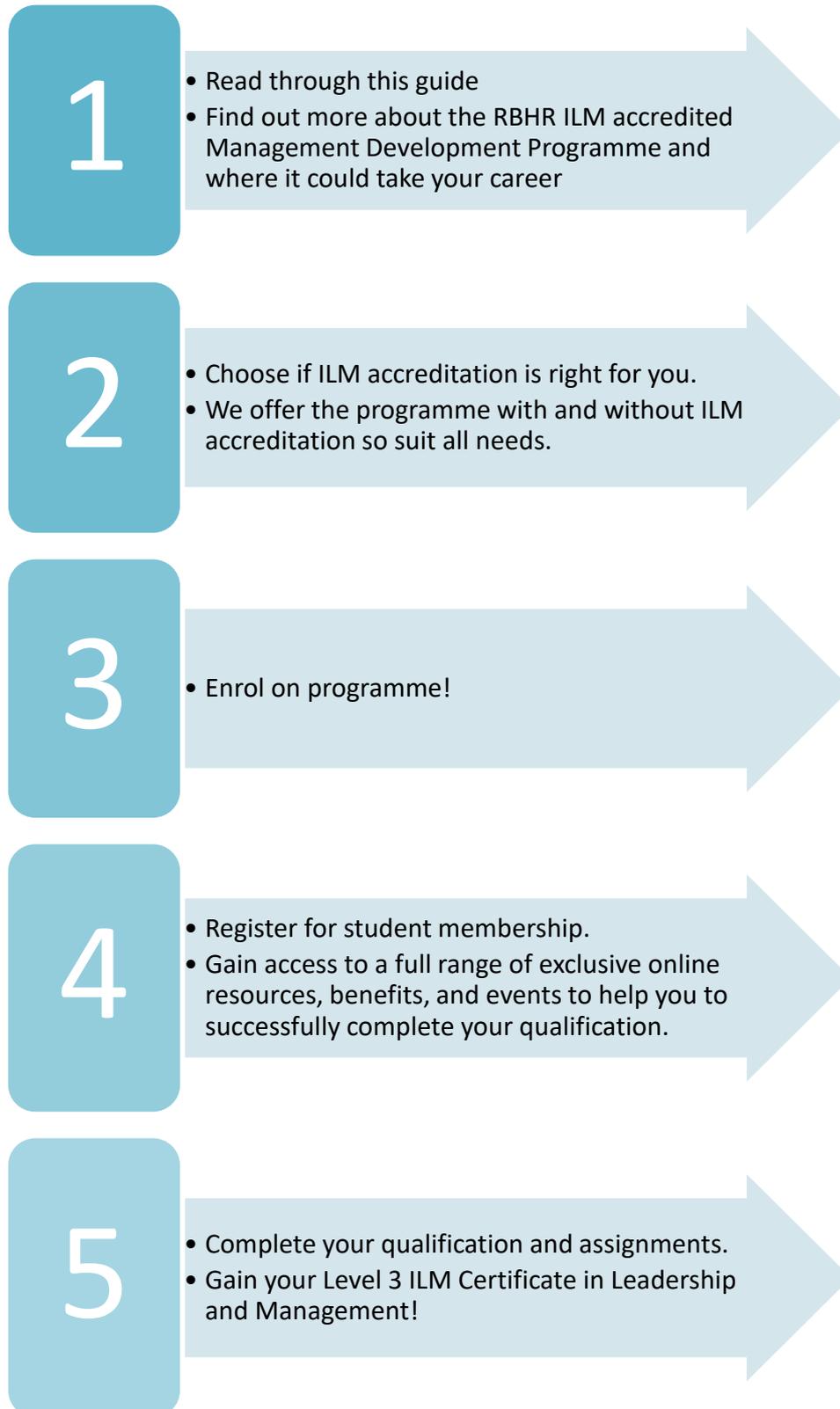
This process of reflective practice acts as a great discussion piece for the delegates in one to one meetings with their manager ensuring learning is embedded back at work, it also provides a valuable link to appraisals and more.

These commitments are also revisited by our team at the beginning of the next workshop, which provides an opportunity to assess the delegates progress and development against the programme requirements and ensure that they are taking steps to embed their learning in the workplace.



Getting Started

Here's what you need to do...



Pricing

We offer this course through both an accredited and unaccredited route, which is reflected within our pricing structure below:

Accredited route – Level 3 Certificate in Leadership and Management

For a total investment of **£2,495 + VAT** per person each delegate will receive (assuming successful completion of the qualification):

- A level 3 Certificate in Leadership and Management, accredited by the ILM
- At least 2 hours of 1-2-1 tutorials with the trainer
- 12 days' training in a group of no more than 12 delegates
- Detailed workbook from each session
- Teas, coffees, snacks and lunches at each session
- Ongoing email and telephone support from the training team
- Online discussion forum with the rest of the delegates
- Belbin team role profile
- 12 month strategy for their department/organisation
- Drinks reception and 'graduation' ceremony to celebrate the completion of the programme.

Unaccredited route

For a total investment of **£1,995 + VAT** per person each delegate will receive:

- All of the above, minus the level 3 qualification in Leadership and Management, and the 2 hours of 1-2-1 tutorial time

***Please note:** there are a number of payment options including the opportunity to pay in monthly instalments over a 12 month period. If this is of interest, please get in contact!*

To book your MDP place, contact the RBHR team
T: 01935 411 191 | E: admin@rebeccabevins.co.uk

Or visit our Eventbrite page to book online!

www.rbhr.eventbrite.com

Eventbrite™