

How to Manage Things and Lead People

BESPOKE LEADERSHIP PIPELINE DEVELOPMENT

Comprising of individual needs analysis, 8 days of education including a launch event and a review event, this programme is open to 12 delegates selected by line management nomination and sponsorship, plus a delegate-written business case.

The programme is taught via classroom tuition, video tutorials, personal counsel and assignments, combined with practical exercises and activities to ensure learning is transferable to the workplace.



WHO IS THE PROGRAMME AIMED AT?

Primarily employees embarking on, or currently in management positions, but most importantly, candidates should demonstrate the drive, ambition, talent and initiative to become a leading figure within an organisation.

HOW DO POTENTIAL DELEGATES APPLY?

This programme is not open to everyone and there are requirements expected of participants. Having been identified and nominated by their line managers, delegates will be required to prepare a business case to support their application.

WHAT ARE THE BENEFITS OF THE PROGRAMME?

This programme aims to enhance leadership styles and assist managers in engaging more openly and effectively with their staff. As such, the programme brings a number of benefits to companies:

- Development of an internal leadership pipeline for long term organisational consistency and sustainability
- Increase leadership and management skill
- Reduce attrition
- Create cross-functional networking opportunities
- Maintain and increase morale
- Attract new talent through a learning culture

WHAT IS THE COURSE STRUCTURE?

Utilising a combination of classroom teaching, personal coaching, video tutorials and assignments, the course involves:

Step 1: Individual Needs Analysis – Participant will meet with the course tutor to discuss their personal developmental needs for the year that the programme may be able to address. The tutor will then meet the line manager of each learner to get a balanced view of their direction and skills requirements. This data then forms the core content of the programme through grouping the common themes of topic areas requested.

Step 2: Pre-launch Activity – To familiarise the candidates with the first set of course content.

Step 3: Launch Event – Learners will focus on how to get the most out of the programme, learning to learn, and will be introduced to their learning partners within the programme. There will also be a brief presentation by a senior stakeholder from the business on the opportunity that attendance at the programme represents.

Step 4: "Contract for change" – This is agreed upon by all delegates to support post-course behavioural learning and commit delegates to using their new skills in the workplace.

Step 5: Assignment for each delegate – To ensure that thinking in the classroom is transferred to the workplace.

Step 6: Post Event ROI Review – This will look over what delegates have learnt and how they can apply the new techniques to the workplace.

Step 7: Take-away tools – The tutor will provide further information and resources on the topic area. This could include reading materials, videos or audio downloads.

Step 8: Personal tutor support – Pre- and post-course, ensures delegates get the most out of the training.

Step 9: Wrap-up Day – The group will focus on measuring the output and outcomes to date from the programme. They will finalise the content for the 'year-book' publication that will then become the primary marketing/reporting document for the intervention to senior management and for future attendees. Finally, the group will set out their short-term plan to make a further impact in their teams by teaching others salient points that they've learnt and put into personal practice.

Step 10: Yearbook – Administered jointly by the business and Teetch to iteratively build the programme yearbook. The review documents from each course day will be assigned to participants to develop into programme yearbook document. These will form a report on learning outcomes as well as a marketing tool for future attendees.



WHAT IS THE COURSE CONTENT?

Each training day could cover up to three topics. The Learners will nominate the areas that they believe will most help them meet their learning objectives. The programme will consist of a selection of the 18 most popular topic areas based upon the needs analysis process. Here is a sample list of previous topics:

LAUNCH EVENT

As well as setting the tone for the programme this will also cover the basics of:

- Relationship Psychology
- Preferences in individuals
- How to learn from your own thinking/social style and understand others
 - Andragogic style, peer-to-peer coaching

TOPIC AREAS

- Accountability vs Responsibility: Encouraging Quality
- Analytical Psychology: Type and its use in the Business Setting
- Andragogy and its Role in Performance
- Applied Emotional Intelligence
- Approaching Absenteeism
- Assertive vs. Aggressive Behaviour: Awareness and Modification
- Bad Leadership: What to Avoid to Ensure Consistency in Performance
- Becoming a Trusted Advisor
- Branding You and Your Team
- Business Report Writing
- Business Strategy
- Career Development Interview
- Challenging the Plateaued Performer
- Coaching for Better Performance
- Conditional Feedback
- Conducting a Performance Appraisal
- Conducting the Mid-year Review
- Confrontation Management
- Congruency
- Creating Learning Organisations
- Creative Development Strategies
- Creativity
- Cultural and Individual Diversity
- Developing a Leadership Pipeline
- Developing Initiative in Subordinates
- Developing Passive People
- Edification
- Emotional Intelligence
- Empowering People
- Expectation Management with Your Boss
- Financial Planning and Control
- Followership
- Group Dynamics: Helping Team Effectiveness
- Handling Conflict
- Handling Difficult Conversations
- How Not to De-motivate People
- How to Learn
- How to Teach
- Innovation in the Workplace
- Iterative Performance Management
- Lateral and Upwards Stakeholder Management
- Leadership in the Business World
- Constructive Leadership Styles
- Leading a Change Initiative
- Leading from the Middle
- Leading the Extraverted or Introverted Employee
- Making Meetings Effective as the Chair or Attendee
- The Manager as a Teacher
- Measure and Return on Investment from Education
- Motivating your Staff through Change
- Navigating the Political Landscape
- People Skills and Communication
- Performing in a New Role
- Personal Development and Mentoring
- Preparing for Appraisal
- Presentations
- Problem Solving Skills
- Project Management
- Project Managing your Day
- The Psychological Contract
- Quality Assurance in Projects
- Reducing Staff Turnover and Increasing Retention
- Redundancy: Breaking the News
- Relationship Management
- Remote Management
- Review your Impact
- Service Excellence
- Setting Objectives
- Sharing Knowledge Effectively
- Strategic Thinking
- Stress Management
- Succeeding as a New Manager
- Successful Delegation
- The Ultimate Sales Person
- Transferring Deep Smarts into the Organisation
- Understanding Roles and Responsibilities
- Undertaking a Disciplinary Interview
- Using 360 Degree Feedback
- What to do at Networking Events
- What to do when you don't know what to do: Business Basics
- Writing Appraisals

REVIEW EVENT

- Senior Management Feedback
 - Personal Review
 - Group Review

FOR MORE INFORMATION

Email: info@teetch.com • Telephone: +44 07515 724666 • Web: www.teetch.com

TEETCH