

Programme Details

The Leadership and Management Development Programme aims to arm junior managers who work in a healthcare environment with the skills and supporting theory that will help them perform well in their role.

Audience

- Staff who are in a role that carries responsibility for other staff or important resources
- Newly appointed junior or supervisory managers or team leaders
- Existing managers, supervisors or team leaders who require training or refresher training
- Staff who have the potential to develop and move into managerial or leadership roles in the future

Dates

Thursday 4th March 2021
Thursday 1st April 2021
Tuesday 8th June 2021

Tuesday 10th August 2021
Thursday 14th October 2021
Tuesday 30th November 2021

All dates to be held on Zoom
09.00-13.00

Main Topics

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| <ul style="list-style-type: none"> • Leadership: <ul style="list-style-type: none"> ▪ Introduction to theory and practice ▪ Team management ▪ Delegation ▪ Communication • Management and Personal Skills: <ul style="list-style-type: none"> ▪ Personal Organisation <ul style="list-style-type: none"> ◦ Task/project management ◦ Time management ◦ Stress management ◦ Career management ▪ Decision Making <ul style="list-style-type: none"> ◦ Introduction to strategy ▪ Problem solving • Health and Social Care: <ul style="list-style-type: none"> ▪ Organisations and roles ▪ Legislation ▪ Contracts ▪ Finance | <ul style="list-style-type: none"> • Financial Management: <ul style="list-style-type: none"> ▪ Accounts ▪ Budgets ▪ Cash ▪ Insurance matters • Human Resources: <ul style="list-style-type: none"> ▪ Legislation ▪ Appraisals and performance management ▪ Contracts ▪ Interviews ▪ Policies • Facilities and Asset Management: <ul style="list-style-type: none"> ▪ Maintenance systems ▪ Legislation • Legislation and Regulation: <ul style="list-style-type: none"> ▪ Health and Safety at Work ▪ CQC | <ul style="list-style-type: none"> ▪ Data protection and confidentiality <ul style="list-style-type: none"> ◦ Clinical records ◦ HR records ◦ Financial records ▪ Children and the vulnerable • Business Organisation and Law: <ul style="list-style-type: none"> ▪ Theory ▪ Contracts, legal deeds and agreements ▪ Culture and Structure ▪ Communication and Marketing <ul style="list-style-type: none"> ◦ PR and Media ◦ Significant events and complaints ▪ Security and business continuity ▪ Technology and Innovation • Innovation and Change: <ul style="list-style-type: none"> ▪ Change management ▪ Project management ▪ Technology and Innovation |
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Assessment

An assignment to complete after attending all study days, to be submitted four weeks after the final study day:

- A personal SWOT analysis in light of the subject matter learnt on the course, covering all the main topic areas of the programme, to include a 1500 word analysis and reflection detailing personal objectives set as a result.

What's Included?

- ✓ Six interactive mornings of teaching and workshops
- ✓ Institute of Leadership & Management (ILM) certificate issued upon completion

Booking and Enrolment

To book a place and enrol on the Leadership and Management Development Programme please complete your details below along with your line manger, then return to training@haxbygroup.co.uk. Places are subject to availability. Once booked and confirmed your details will be used to enrol you on ILM's secure IT system.

Candidate Details:	
Full Name (as you would like it to appear on your certificate)	
Email Address	Role/ Job Title
Date of Birth	Gender (for equality monitoring)
Signature	Date

To be completed by your Line Manager:	
I confirm that the practice has agreed to release the above candidate to attend this training. I am aware that candidates must attend all four study days and pass the assignment to complete the course.	
Practice	CCG Area
Name	Role/ Job Title
Signature	Date
For office use only – Enrolment Number:	

For Information
<ul style="list-style-type: none"> Your assignment will be due for submission four weeks after the date of your final study day You will be awarded a certificate from ILM upon successful completion of the course It was the intention that this course would be held face to face. If COVID 19 restrictions allow, we may facilitate some of the training face to face. Plenty of notice will be given if there are any changes.

Your personal data will be used only in accordance with Data Protection legislation. By signing this application form you grant consent for Haxby Group Training to share data provided exclusively to ILM for the purpose of enrolment and to NHSE and your local CCG for the purpose of monitoring use of funding. Haxby Group Training will not disclose any personal information to any other third parties without your express consent.

ILM's privacy notice can be found on: <https://www.i-l-m.com/privacy/learnerpersonaldata>