

## **Staff Development Programme – South West**

### **ILM Award Programme Overview**

The programme of six days is spread over 10 months. Building on the individual's experience the programme is designed to challenge and develop basic management skills.

Project work and assignments will be set between modules to apply theory learnt, back in the workplace. All assignments relate to the individuals own circumstances and will benefit both them and the business.

Successful completion of this course will result in an Award in First Line Management.

### **Programme Summary (Provisional)**

<b>Module</b>	<b>Dates</b>
Solving Problems and Making Decisions	Monday Nov 29 <sup>th</sup> 2010 (plus evening meal)
Managing Performance	Monday January 31 <sup>st</sup> 2011
Planning to work efficiently	Monday 14 <sup>th</sup> March 2011
Managing Health & Safety at Work	Monday 9 <sup>th</sup> May 2011
Communicating One to One at Work	Monday 20 <sup>th</sup> June 2011
Increasing Performance through Coaching and Training Staff	Monday 18 <sup>th</sup> July 2011 (plus evening meal)

<b>Target Group</b>	Suitable for anyone responsible for leading people, or who will take on the responsibility in the near future. Participants may have the position of Manager, Assistant Manager, or Supervisor.
<b>Duration</b>	Each day 9am – 5pm 10am – 6pm on first and last date to fit with Dinner.
<b>Style</b>	Interactive style, with plenty of opportunity to discuss experiences of managing people, raise concerns and share ideas, and also to practice the key skills involved.
<b>Cost</b>	In the region of £700 per person – inc of ILM registration, all course fees and training grant