

Bespoke Leadership and Management Training



At Colchester Institute we have designed a bespoke range of training. Accredited by the ILM at Level 3 and/or 5 these courses are suitable for individuals and employers seeking to develop their skill sets within particular areas for personal and professional development.

Through bespoke individualised training packages to suit the needs of the employer or individual, we support people on their leadership and management journeys.

Who is this training for?

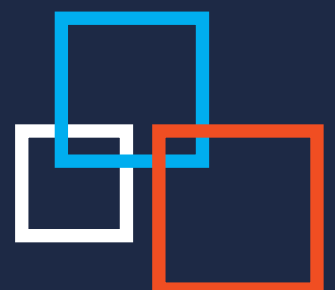
The Level 3 and 5 Award and Certificate in Leadership and Management are ideal for individuals who have management responsibilities but no formal training, and are serious about developing their skills and abilities. They particularly support practising team leaders and managers seeking to move up to the next level of management, and managers who need to lead people through organisational change and disruption caused by internal and external factors.

Benefits for the Individual

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

Benefits for the Employer

- Develop effective and confident first-line managers
- Improve team relationships and communication
- Proven skills – to gain this qualification, managers will need to demonstrate that they can transfer their new skills to your organisation
- Equip managers with the tools to develop their own skills and abilities



Delivery Options (Level 3 and 5)

Option 1 – Bespoke Face to Face Package

A fully immersive offering designed with each employer to meet organisational needs with all sessions taking place face to face, either on-campus at Colchester Institute or, facilities/resources permitting, at the employer's own venue.*

Clients will receive 1 hour of tutor support time for each unit.

**A minimum cohort will be required for this option*

Option 2 – Bespoke Distance Learning

This programme is fully-online with self-directed learning via a range of interactive resources and remote tutor support.

All courses have a bespoke Google Classroom with resources for full engagement with the learning material and course content.

Clients will receive 1 hour of tutor support time for each unit.

Cost and Payment Options

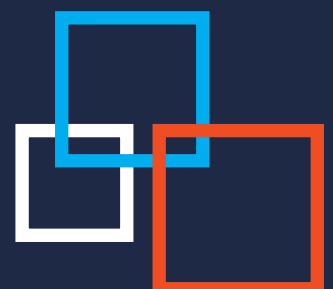
Option 1: £1,500

Option 2: £750

Delegates will be invoiced for payment in advance of the course start date.

Entry Requirements

Delegates must be in a suitable job role and complete an initial assessment in English to inform of starting points, support requirements and learning styles.



Package 1: Coaching and Mentoring Leaders and Managers Toolbox

Who is this training designed for?

This course is aimed at employees of any organisation and individual clients who are either new to coaching and line management or experienced managers who are new to coaching and would like to develop the key core skills and knowledge, enabling them to support the development of others within their team. Bespoke course content can also be integrated to ensure learning outcomes further reflect the roles or needs of your employees.

Module 1: Becoming an Effective Leader

By the end of this module, delegates will be able to:

- Understand own ability to fulfil key responsibilities of the leadership role
- Be able to evaluate own ability to lead others

Module 2: The Art of Coaching and Mentoring in an Organisational Context

By the end of this module, delegates will be able to:

- Understand the purpose of coaching and mentoring within an organisational context style in coaching
- Understand the knowledge, skills and behaviours required to be an effective coach or mentor
- Understand the importance of effective contracting and management of the coaching or mentoring process

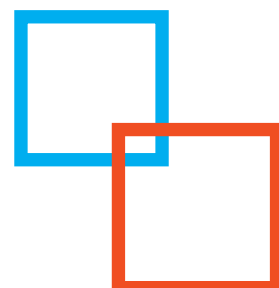
Module 3: Developing People in the Workplace

By the end of this module, delegates will be able to:

- Understand the importance of promoting personal development
- Be able to plan for an individual's development using coaching to support this.

This certificate can be completed at Level 3 or Level 5. Modules included are detailed below:

- The Level 3 certificate includes modules 2 and 3
- The Level 5 certificate includes modules 1, 2 and 3



Package 2: Nuts and Bolts of Communication and Relationship Management

Who is this training designed for?

This course is aimed at employers and individuals who are seeking to enhance their internal and external communications and relationship management. The skills developed will enable a culture of rich and rapid communication.

Module 1: Managing Communication

By the end of this module, delegates will be able to:

- Understand and have the ability to communicate effectively, as required by a practising or potential middle manager
- Demonstrate knowledge and understanding of the communication process in the workplace
- Understand methods of communicating in the workplace

Module 2: Managing Meetings

By the end of this module, delegates will be able to:

- Show knowledge and understanding of meetings
- Demonstrate an understanding of communicating with people outside the team

Module 3: Managing Relationships and Negotiations

By the end of this module, delegates will be able to:

- Demonstrate knowledge and understanding of managing and developing relationships in the workplace
- Display knowledge and understanding of negotiation and networking in the workplace

Coming soon! HR Toolbox for Leaders and Managers

This three part course focuses on arming managers with the essential core HR skills needed to effectively manage and lead a team.

Module 1: Managing Equality, Diversity and Workplace Stress

Module 2: Recruitment and Retention Strategies

Module 3: Performance Management Strategies