



Chichester
College

ilm

Approved
Centre

FREE LEADERSHIP AND MANAGEMENT COURSES

All attendees will receive a free ILM workbook.

To apply simply email your preferred date(s) to blissadminteam@chichester.ac.uk

Leadership and management knowledge and skills are a key requirement of any organisation

Underpinned by research from the Local Skills Improvement Fund and FE Sussex, Chichester College are proud to present a range of taster days for middle managers (MM) and team leaders (TL).

In class activities will be tailored to the following sectors:

- > Aspiring managers in engineering and manufacturing sector
- > Team leaders and managers in the visitor and hospitality sector.

CHOOSE FROM A RANGE OF ONE DAY MODULES

With content taken from tried and tested Institute of Leadership and Management (ILM) Diploma courses, these sessions will provide a starting point for your studies by building knowledge and skills in key areas.



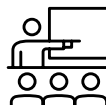
Coaching skills TL



Effective communications and challenging conversations TL



Introduction to project management TL



Managing self and presentation skills TL



Problem solving and decision making techniques TL



Leadership and team management models TL



Personal and professional development Planning MM



Leadership styles to improve performance MM



TL = Team Leader
MM = Middle Managers

PROGRAMME DATES

All sessions to be held at Chichester College between 10am and 3pm

Day	Date	Level	Module
Thur	11/4/24	TL	Managing self and presentation skills
Thur	11/4/24	MM	Personal and professional development planning
Thur	9/5/24	TL	Coaching skills
Mon	13/5/24	TL	Introduction to project management
Wed	29/5/24	TL	Problem solving and decision making techniques
Thur	30/5/24	MM	Leadership styles to improve performance
Thur	13/6/24	TL	Effective communication and challenging conversations
Mon	17/6/24	TL	Problem solving and decision making techniques
Wed	3/7/24	TL	Managing self and presentation skills
Thur	4/7/24	TL	Coaching skills
Mon	8/7/24	TL	Leadership and team management models
Thur	11/7/24	TL	Leadership and team management models
Thur	11/7/24	MM	Leadership styles to improve performance
Mon	15/7/24	TL	Introduction to project management
Wed	17/7/24	M	Personal and professional development planning
Thur	18/7/24	TL	Effective communication and challenging conversations

TL = Team Leader MM = Middle Managers





Coaching skills TL

Coaching is a leadership skill.

- > Understand coaching as a leadership style
- > Identify the difference between coaching and mentoring
- > Recognise and apply effective questioning techniques
- > Understand how to apply active listening skills
- > Begin to evaluate different coaching models



Effective communication and challenging conversations TL

- > Explain how communicating effectively can underpin successful collaboration with other teams, and why this is important
- > Describe the importance of delivering effective feedback to team members and colleagues
- > Apply conflict management techniques to resolve individual and team differences
- > Understand how to deal with challenging conversations



Introduction to project management TL

This one-day module is designed for those who wish to explore the process of project management. No prior knowledge or experience is required.

- > Understand project management and its purpose
- > Understand project life cycles: linear and iterative
- > Understand the roles and responsibilities within projects: project sponsor, project manager, project team
- > Understand project management planning and documentation including the project management plan (PMP), communication and stakeholder plan, schedule and risk management



Managing self and presentation skills TL

Elevate your presentation skills. Cultivate confidence and leave a lasting impression while ensuring your message resonates. Through hands-on learning, you'll receive expert coaching on presentation techniques, followed by dedicated time to prepare and deliver a presentation.

- > Understand barriers to communication and how to overcome these
- > Understand how to structure and prepare a great presentation
- > Know the different types of presentation aids and how to use them effectively
- > Be able to control and utilise nervousness and stay in control
- > Understand the importance of body language and physical presence
- > Be able to demonstrate the skills learnt during a presentation



Problem solving and decision making techniques TL

- > Understand the differences between Values, Vision and Ethics
- > Identify the nature, scope and impact of the problem
- > Explain different decision-making techniques
- > Understand solution focused leadership
- > Describe how to handle a variety of concerns in the workplace



Leadership and team management models TL

- > Identify your belbin team roles
- > Explain John Adair's Action Centred Leadership model: task, team and individual
- > Evaluate change management models and theories
- > Describe motivational models for the workplace



Personal and professional development planning MM

- > Evaluate learning and behaviour styles
- > Self-reflection with a Skills audit and SWOT analysis
- > Create a personal development plan and set SMART targets with short, medium and long-term career goals



Leadership styles to improve performance MM

- > Understanding different leadership styles to improve performance
- > Learn about the behaviours that make a good, capable leader
- > Evaluate the skills needed for effective delegation
- > Be able to use and adapt motivational techniques with an eye on succession planning
- > Understand the importance of a growth mind-set



PROGRESSION OPPORTUNITIES AND MENTOR ADVICE

Following attendance on one or more of the training days, you will be invited to discuss next steps in your career development with a specialist in leadership and management training.

Options may be:

- > Progression to a management apprenticeship or ILM Diploma
- > Study for the new Higher National Certificate/Diploma in Leadership and Management. Available as a full course, or a selection of individual units
- > Embark on an academic journey with a degree and top-up degree

WANT TO KNOW MORE?

For further details please email
blissadmin@chichester.ac.uk
and ask for Mentor Advice



HOW TO FIND US

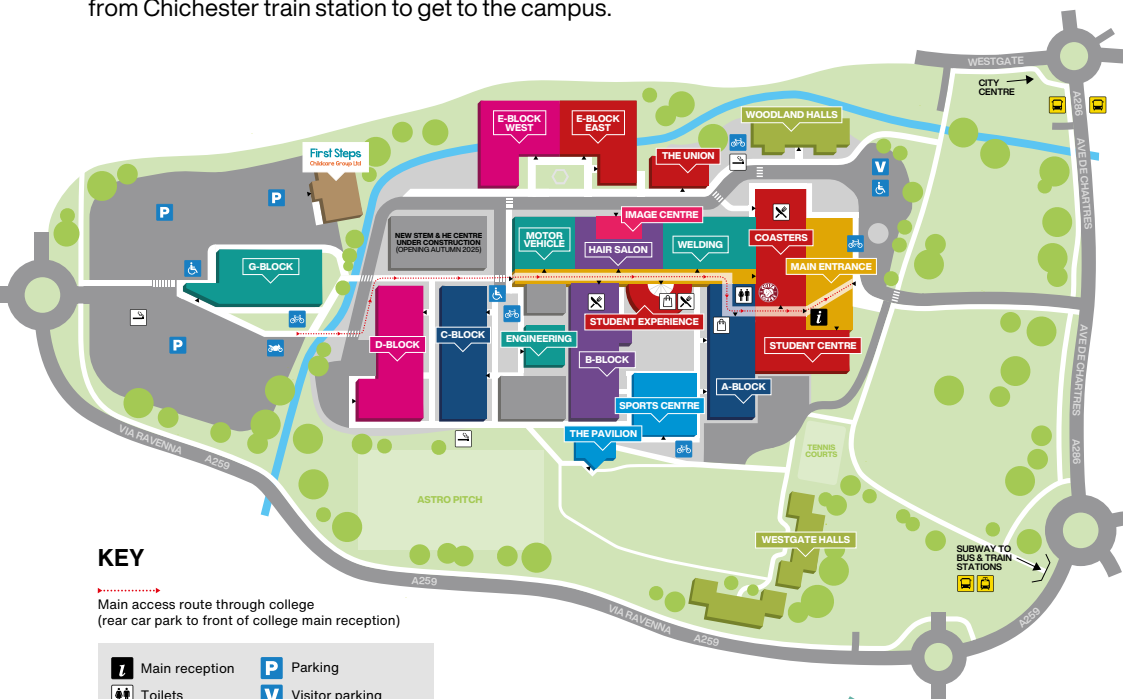
Westgate Fields, Chichester, West Sussex, PO19 1SB

(+44) (0)1243 786321

Chichester College is only a 5 minute walk from Chichester train station and bus station. The campus is also easy to get to by road, as it's just off the A27.

PARKING INFORMATION

The main car park is located at the back of the campus. If you are parking in our campus car park it is necessary to sign in at Main Reception with your car registration details within 30 minutes of arrival to avoid a parking fine. Alternatively, it is only a 5-minute walk from Chichester train station to get to the campus.



KEY

Main access route through college
(rear car park to front of college main reception)

	Main reception		Parking
	Toilets		Visitor parking
	Refreshments		Motorcycle parking
	Costa Coffee		Disabled parking
	Supplies shop		Cycle parking
	Train services		Smoking shelter
	Bus services		Building entrance