

Learning to lead

A unique fully funded development programme for first time managers and team leaders who are **under the age of 25**



Are leaders born or developed?

'You're either born a leader or you're not' so goes the old adage. In some specific areas this may be true – you could never 'learn' to be Napoleon or Che Guevara. But the old saying is only applicable to a small percentage of exceptional leaders. For the rest of us – 'developed leaders' – the skills of leadership can be learned. Perhaps not everyone can learn though. We may need to be born with a 'certain something' in order to take the lessons on board. This programme looks at what we mean by leadership – what a team leader actually does, and the skills and qualities necessary for them to do it successfully.

For many people the step up from one of the workforce to team leader or manager is an impossible one, managing your 'mates' can and is one of the hardest things you can ever do.

Statistics back this up, research has shown that 20% of first time managers will make the grade no matter what you do; 20% will not make the grade whatever you do, and 60% will make the grade if you do the right things.

In other words, the highest performers will succeed and the lowest performers will not succeed. However for those 60% in the middle, the 'right things' can make a big difference.

So how do you 'do the right things to help those people move up?

Recent research by the CIPD has shown that coaching combined with management training is the most effective tool to develop these people.

It is for this reason we have developed Learning to Lead, a unique work based training and coaching programme which has been designed specifically for team leaders and first time managers fully accredited by the Institute of Leadership and Management.

The facts

- Fully funded
- No time away from the office
- Individual tailored development to your specific needs
- Your own business coach guides you through the programme
- Immediate practical application to enable you to demonstrate insight and knowledge even while you are studying, through live assignments and case studies
- Achieve 3 qualifications at the end of the programme –
An Apprenticeship in Team Leading, ILM Level 2 Certificate in Team Leading and OCR Level 2 NVQ Certificate in Team Leading.

What you will learn

Developing yourself as a Team Leader

- Understanding the roles, functions and responsibilities of a team leader
- Knowing how to seek, accept and respond positively to feedback on personal performance
- Understanding stress, its causes and how to overcome it

Leading your team at work

- Understanding the difference between leadership & management
- Understanding and developing your own unique leadership style
- Understanding self managed teams and the benefits of empowerment

Planning, monitoring and motivating your team

- Understanding performance requirements and setting team targets
- Understanding others and influencing people to motivate your team to get 'buy in'
- Managing performance, dealing effectively with underperformance

Managing performance

- Managing performance improvement
- Managing individual performance and development
- Managing stress and conflict

Business improvement techniques/ Change

- Understanding the importance of quality, efficiency and achieving continuous improvement at work
- How to use business improvement techniques to improve quality and efficiency at work
- Understanding and implementing change in the workplace

Solving problems, decision making and communicating effectively with your team

- Gathering and interpreting information to solve a problem
- Problem analysis and planning and implementing solutions
- Briefing the team effectively and managing effective meetings

How it works

Initial scoping meeting

- Introductory meeting with t2 Account Manager
- Initial exploration of needs with senior person responsible from client organisation
- Overview of t2, the programme and our approach to learning

Needs analysis

- Deeper exploration of needs and exploration of appropriate diagnostics
- Identify and agree learning outcomes and 'transfer behaviours' back in the workplace
- Establish deliverables

Programme design

- Agree assessment tools, process and pre-course work
- Identify and agree best fit learning approaches
- Agree programme length and content

Providing a focus for learning - beginning to understand our behaviour

- Familiarise stakeholders with learning objectives and content
- Completion of self-assessments, personal profiles and learning styles
- Pre-course reading and research

Programme delivery – learning to change our behaviour

- Interactive delivery, using 1-2-1 training and coaching linking issues to workplace
- Guided discovery and coaching, with feedback linked to learning cycle
- Self-reflection and review

Embedding learning – changing our behaviour in the workplace

- Quarterly performance reviews with line manager
- 1-2-1 mentoring with dedicated mentor
- Completion of self-reflection journal

Evaluation and Review

- Final review with line manager
- Final 1-2-1 coaching sessions
- Review of programme with senior person responsible from client organisation

What others have to say about our programmes

“We have worked with t2 for the last 5 years developing over 500 managers. We now feel we don’t need to be involved in the training as we have complete confidence in them”

NHS

“It is extremely refreshing to find a company which takes time to both listen and understand our requirements and deliver the training in an interactive way which aids those of limited experience as well as refreshing the more mature and experienced. I was as impressed with how much I had forgotten over the years as much as new things I have learnt in the process. The training has really helped to refocus both myself and my managers and we have seen a positive upturn in results since we embarked on training with t2 and firmly believe we have found a training partnership we can work with for the future.”

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