Module one: Understanding leadership

Tuesday 5 September 2017

9.30 – 10am REGISTRATION AND REFRESHMENTS

10 – 10.15am Introductions

10.15 – 11am Induction:
Outline of the qualification
ILM Studying Membership and benefits
Format of the programme
Assessment requirements
Tutorial support

11 – 11.15am REFRESHMENTS

11.15am – 12.45pm Understanding leadership

- What is a leader?
- What does leadership mean within the NHS Clinical Leadership Competency Framework? Setting direction
- How do you become an effective leader? Developing and demonstrating personal leadership qualities, styles and behaviours

12.45 – 1.30pm LUNCH

1.30 – 2.45pm Management versus leadership: improving and managing services

The leader – role and responsibilities

2.45 – 3pm REFRESHMENTS

3 – 4.15pm Theories of leadership

Theories and practice as a framework for assessing and developing leadership skills

4.15 – 4.30pm Assessment overview

4.30pm CLOSE
Module two: Planning and leading a complex team activity (part one)  
Wednesday 6 September 2017

9.30 – 9.45am  REGISTRATION AND REFRESHMENTS

9.45 – 10.45am The value of planning activities

- Clarity of purpose in planning
- The planning cycle
- Planning techniques
- Implementation planning
- Planning and organising the team’s work

10.45 – 11am  REFRESHMENTS

11am – 12.30pm Working with others and making teams effective

- Setting SMARTer aims and objectives
- PEST, SWOT and risk analysis
- Dealing with difficult situations and behaviour

12.30 – 1.15pm LUNCH

1.15 – 2.30pm Working with others and making teams effective (continued)

- Effective communication
- Techniques to check understanding

2.30 – 2.45pm  REFRESHMENTS

2.45 – 4.15pm Understanding motivation

- The traditional theories of motivation
- Modern frameworks for understanding motivation
- Suggestions and tips for motivating others

4.15 – 4.30pm Assessment overview

4.30pm CLOSE
Module three: Planning and leading a complex team activity (part two)
Thursday 7 September 2017

9.30 – 9.45am  REGISTRATION AND REFRESHMENTS

9.45 – 10.45am Providing effective leadership to team members
  • Identifying key skills of effective leaders
  • Effective and ineffective leadership styles

10.45 – 11am  REFRESHMENTS

11am – 12.30pm Establishing trust and responsibility
  • Accountability and personal responsibility

12.30 – 1.15pm LUNCH

1.15 – 2.45pm Effective delegation and empowerment
  • Nature, purpose and best practice in delegation
  • Common barriers to delegation

2.45 – 3pm  REFRESHMENTS

3 – 4.15pm Problem solving and decision making
  The art of receiving feedback
  Reviewing performance

4.15 – 4.30pm Assessment review

4.30pm  CLOSE