



NVQ L5 in Leadership and Management

(2010 Standards)

Middle Manager / Professional Development Programme

We can help you to:

- Improve your effectiveness in the organisation
- Develop yourself and your team
- Build an engaged and motivated workforce
- Build on best practice
- Create a positive working environment
- Identify and increase individual and team performance
- Develop your operational capability
- Empower your people, to take more responsibility
- Develop your questioning and thinking skills.

Programmes Accredited by the Chartered Management Institute.

This programme is designed to enable you to explore the things you are doing as a leader and manager, and to identify how you can build on the areas of strength and develop in the areas that will help you to make a real impact.

This is a practical programme, that will support you as you develop into the leader you want to be. A leader that knows the importance of focusing on the people to achieve results. A leader who understands how to get the best out of the people and him/herself.

The ability to develop relationships at all levels in the organisation is a crucial for any manager – who is your mentor?? Do you understand the real benefits of empowering your team so that they take responsibility? What values are you demonstrating at work – are you the leader you want to be??

Are you putting your management efforts into the right things? Do you understand how to get the best out of the systems and procedures you work with?

Chartered Management Institute

The Chartered Management Institute NVQ Level 5 Diploma in management will be awarded to all participants successfully completing the programme. Membership of the Institute provides additional benefits including access to the largest management database in Europe and regular events and publications about and for managers.



How the programme operates

The programme has several key design features that reflect how managers learn most effectively. These include:

- Coaching and support to produce a focused Personal Development Plan linked to job role and the Management standards.
- Workshops on specific topics (see overleaf for details)
- Structured development modules to support learning in the workplace and meet the needs of the NVQ level 5
- Regular Feedback and assessment against activities completed
- Coaching support to assist your ongoing Learning and Development.



How do I Join?

The starting point for this exciting programme of development is to contact Action Development Group. Contact details shown overleaf.

Once your eligibility for the programme has been confirmed you will sign up and off you go. The outline of the programme is shown overleaf.



Programme Outline – NVQ Level 5 in Management

Leadership Explorer	<p>▶ Explores your leadership skills and development needs through a range of diagnostic tools. Looks at how you can improve leadership and your impact on the organisation. Tools include: JTI personality questionnaire, Belbin Team Role Analysis, LSQ Learning Styles Questionnaire, Values Analysis. You gain a personal development plan for the programme</p>	NB6								
Planning to Succeed	<p>▶ An opportunity to review how you plan, and whether your planning is effective. Through this module you will look at how planning starts at the strategic level and cascades to your team and is affected by your own time management.</p>	NB1								
Building Positive Relationships	<p>▶ This module is about developing productive working relationships with colleagues and stakeholders, within your own organisation or other organisations. How influential are you? What would make a difference?</p>	ND2b								
Teamwork	<p>▶ How do you ensure that your people feel committed and involved in the team? Are you really encouraging teamwork – how do you do this? What else could you do to take your team from good to excellent? Is the team engaged, are they empowered? What if they were, how good would it be?</p>	ND9								
Managing Business Processes	<p>▶ A chance to explore your understanding of the key business processes of your organisation. What impact do you have on the cohesion and effectiveness of business processes and ensuring they work for you and your people? How do you update and improve them? Do they really matter</p>	NF3b								
Improving Health & Safety	<p>▶ As a manager you are key to maintaining a healthy workforce and ensuring the environment for work is safe as well as healthy. You will review your responsibilities and approach to Health and Safety with a focus on the key issues such as: managing stress, the pull between H& S, performance and cost.</p>	NE6								
Managing Change (Suggested Option)	<p>▶ This unit is about planning and putting into practice the strategy and associated plans for specific change. You will explore how you identify, risks, effectively communicate and turn the 'vision' into a practical reality. An essential competence for all managers.</p>	NC5 & NC6								
Alternative Options	<p>▶</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Leading Teams – ND9</td> <td style="width: 50%;">Professional Projects – NF1</td> </tr> <tr> <td>Effective Selection – D3</td> <td>Essential Networking – NA3</td> </tr> <tr> <td>Dynamic Development – ND7</td> <td>Lead Innovation – NC3</td> </tr> <tr> <td>Managing Performance – ND8</td> <td></td> </tr> </table>	Leading Teams – ND9	Professional Projects – NF1	Effective Selection – D3	Essential Networking – NA3	Dynamic Development – ND7	Lead Innovation – NC3	Managing Performance – ND8		See content left
Leading Teams – ND9	Professional Projects – NF1									
Effective Selection – D3	Essential Networking – NA3									
Dynamic Development – ND7	Lead Innovation – NC3									
Managing Performance – ND8										

Alignment, Engagement, Empowerment, Impact

Tel: 01772 679154 Mobile: 07803 741262 Web: www.adgroup.co.uk



Your partner for Learning, Development and Performance Improvement