

Programme Description	Duration	Jan	Feb	Mar	April	May	June	£
<p>LEAD Management Programme</p> <p>The LEAD Management Programme has been designed to develop the competence and confidence of practicing or potential Team Leaders, Supervisors and Managers to Lead, Engage, Action and Deliver their team's and organisation's key objectives and/or projects. This management development programme provides an intensive introduction to the world of people management, focusing on achieving results with and through people. The programme is highly practical - the return on investment starts the minute the delegate re-enters their working environment. Two key features of the programme are, the opportunity each delegate has to work with a personal coach to maximise personal effectiveness back in the workplace, and implementation of a change/improvement project that makes a difference for the organisation and provides a measurable return.</p>	Six Days		1/20 6			2/20 12		£960
<p>LEAD Plus Leadership Programme</p> <p>The LEAD PLUS Programme has been specifically designed to give practising or potential functional or operational managers and business owners effective leadership skills that achieve a balance between developing key personnel, whilst defining and implementing change to ensure business survival and future growth. It's about understanding your organisation and people, building collaborative relationships, developing subtler methods of motivation and leading by example. LEAD Plus provides an intensive introduction to the world of leading business improvements and winning the hearts and minds of key stakeholders. The programme is highly practical - the return on investment starts immediately the delegate re-enters their working environment. Two key features of the programme are the opportunity each delegate has to work with a personal coach to maximise personal effectiveness back in the workplace, and the implementation of a change/improvement project that can make a significant difference for the organisation.</p>	Six Days				1/20 2			£1090
<p>Best Practice Managing HR</p> <p>Regardless of whether your organisation has internal HR support or not, managing the people element of a business can be both time consuming and costly. Best Practice HR has been designed for managers, line managers, supervisors and HR professionals, and covers the latest thinking in workplace relations and how best practice processes and procedures can boost an organisation's productivity and profitability, increase motivation levels and ensure less conflict arises in the workplace. Designed to provide value for all business types and sizes. From small businesses owners or managers without a dedicated HR department, to the larger employer who would like to bring themselves up to date with the latest in employment law, best practice and management thinking.</p>	One Day		19				24	£190

Modular Workshops	Duration	Jan	Feb	Mar	April	May	June	£
<p>Personal Effectiveness (The Art of Time Management) Our working environments are now more demanding and more competitive than ever. Managing time and work pressures are synonymous. We find ourselves working harder and longer. Recognising the need to evaluate the way we use time is the positive action required to reduce workplace pressures. This one day workshop introduces you to a range of tools and techniques that allow you to take charge of your time and respond proactively to changing demands.</p>	One day		25				11	£190
<p>Making Professional Presentations Presentations are a highly effective medium of communication used with colleagues, project teams, management and customers. This two day programme will provide delegates with the opportunity to practice the preparation and delivery of both formal and informal presentations. It is designed to enhance basic presentation skills, improving self confidence and assisting delegates to create a more professional impact.</p>	Two days			2	1		2 & 30	£380
<p>Managing Projects through People Most organisations need to assemble project teams quickly to manage the constantly changing customer and market demands, and a cohesive and motivated project team is essential if projects are to achieve their objectives. Whilst organisations normally have a clearly defined Project Management process, what they lack is project leaders with the right level of 'soft' management skills. This programme is designed to provide an intensive introduction to the world of delivering projects through effective people management.</p>	Two days		24	31			16	£380
<p>Interpersonal Intelligence The Interpersonal Intelligence full day workshop provides a positive and practical experience to help delegates become more effective, by exploring their self perception and the perception others have of them, whilst enhancing the performance of the team. The approach is fun and interactive, and gives delegates a language and framework to better understand themselves and others, which they can put into practice immediately.</p>	One day		6			12		£190
<p>The Art of Workplace Coaching This programme supports Team Leaders and Managers in proactively developing their organisations by nurturing talent, enabling learning and development, and encouraging personal growth. For change and/or development to be of value, managers must be able to utilise a range of coaching and facilitating methods and techniques to bring the best out of their people. Delegates also have the option to gain an ilm Unit Qualification.</p>	Two days			4	8			£380

Modular Workshops	Duration	Jan	Feb	Mar	April	May	June	£
<p>Managing Conflict and Holding People Accountable Conflict is not a bad thing. However, the way that individuals and organisations deal with it (or fail to deal with it) often is. Resolving conflict requires the use of effective communication skills, assertive behaviour, problem solving and negotiating skills. The aim of this workshop is to develop self awareness, communication and interpersonal skills in managing, resolving and where possible preventing conflict.</p>	One day		5 27	24			18	£190
<p>Understanding Management Styles Managers today have to learn to cope with exponential change themselves and help others through communicating with clarity, coaching, delegating and holding people accountable. In some instances this also means dealing with difficult situations and managing conflict. The aim of this workshop is to explore a range of management styles and provide a range of tools and techniques that underpin the competence required to harness employee potential and develop a high performance team.</p>	One day	29			21			£190
<p>Developing & Leading Teams Team work is an essential resource for all managers and getting the team to interact positively has become a vital management skill. This workshop has been designed for people at all levels who want to build and develop a high performance team. It examines areas critical to effective team working and identifies the specific issues in taking a team through the four stages of team development.</p>	3 days	7		25	21	19		£570
<p>Enhancing Performance through Delegation and Coaching One of the keys to influencing and motivating staff and colleagues is to learn to let go and trust others. To achieve this we must gain a balance between effectively delegating and holding people accountable. This one day workshop introduces delegates to a range of tools and techniques to ensure this balance. Delegates will have the opportunity to plan the delegation of a task and receive one to one coaching to implement the plan.</p>	One day	8	4 26			19		£190

Bespoke in-company solutions

Should the above modular workshops not suit the training needs of your organisation, Palladium will design a tailor-made, in-company solution specific to your requirements. We specialise in designing bespoke development solutions and learning events to support organisations' strategies and values. We work in partnership with you to design and implement solutions that provide measurable results.

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<p>Challenge the Status Quo Everyday we seek to implement improvements and implement change that really makes an impact. This workshop will develop and enhance the critical skills needed when you have to influence, negotiate and ultimately make decisions based on those conversations. You will understand and appreciate the way to approach problems, look at various types of solution focused techniques, recognise the steps involved and then how to work with others strengths through negotiation and conflict management to reach mutual agreement.</p>	One day						3	£190
<p>Managing and Implementing Change In this workshop, leadership practice is extended to include a range of change management practices and strategies to ensure change is managed in a planned, intelligent and sensitive way. Understanding fully the implications and consequences of decisions made when facing turbulence and ambiguity of change is vital to future organisational success. Managed in an effective manner, involving people in the process can lead to effective and sustainable change.</p>	One day							£190
<p>Becoming an Effective Leader Understanding yourself, your leadership style and how those behaviours impact on others will establish a new language of communication and interaction. The workshop examines how we can develop open and authentic communications within the team and have a common language which will be used to analyse, understand and influence others behaviours.</p>	One day				2			£190
<p>Vision and Strategy Defining your purpose, vision and values allows you to harness your greatest resource, your people. By aligning your vision and values ensures you have a higher level of motivation to drive forward organisational change and progress. This workshop also explores models of strategic planning and takes you step by step through the elements of the planning process. By the end of the workshop you will have a range of tools to facilitate and identify the vision, strategic themes and map that assist to clearly and consistently communicate your organisations aspiration and direction.</p>	One day					6		£190
<p>Leading Innovation and Change Balancing the concurrent needs of the team, the individuals in the team and objectives underpinning the vision means taking a group of disparate people and getting them to work together. Engaging those individuals to work co-operatively to a shared vision requires an inspirational leader whose qualities will now be evident. Being able to instil confidence, to handle people sensitively, to deal with pressured situations and strong personalities are all key to the way you influence and lead others – especially in times of change, uncertainty and conflict.</p>	One day							£190

ilm Level 3 Award in Leadership & Management (Fast-track)

The Level 3 Award in Leadership and Management is ideal for individuals who are in a first line management role, such as Team Leader or Supervisor, and have had no formal training, or for those who are seeking their first management role. Delegates must complete a minimum of 2 Units, which total 4 Credits or more to gain the Award Qualification.

Units (Credits)	Duration	Programme Dates	£
Solving problems and making decisions (2)	3 to 4 full-day Workshops depending upon Units selected & 1-2-1 Tutorial	Dependent upon Units selected. Maximum of one workshop every 4 weeks. A specific programme schedule will be defined in consultation with the Programme Director/Trainer following a pre-programme one to one to identify the specific Units which support your management development	£1149 Inclusive of: <ul style="list-style-type: none"> • ilm Accreditation • Certification • Membership
Understanding performance management (2)			
Leading and motivating a team (2)			
Managing Workplace Projects (2)			
Giving Briefings and Making Presentations (2)			
Understanding Organising & Delegating in the workplace (2)			
Understanding good practice in workplace coaching (3)			

Bespoke in-company solutions

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ilm Level 5 Award in Leadership & Management (Fast-track)

The Level 5 Award in Leadership and Management has been designed for practicing middle managers or Team Leaders/Supervisors looking to move into a more senior role. This higher level qualification supports the development of those involved in delivering operational plans, managing projects, implementing and managing change, and managing and leading teams. Delegates must complete the 2 Units listed below to gain the Award Qualification (6 Credits).

Units (Credits)	Duration	Programme Dates	£
Becoming an Effective Leader (5)	4 to 5 full-day Workshops depending upon Units selected & 1-2-1 Tutorial	Dependent upon Units selected. Maximum of one workshop every 4 weeks. A specific programme schedule will be defined in consultation with the Programme Director/Trainer following a pre-programme one to one to identify the specific Units which support your management development	£1339 Inclusive of: <ul style="list-style-type: none"> • ilm Accreditation • Certification • Membership
Developing Critical Thinking (4)			
Managing Improvement (3)			
Developing and Leading a Team (4)			
Making Professional Presentations (2)			
Managing Projects in the Organisation (4)			
Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring (5)			
Leading Innovation and Change (5)			

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Email us at - info@palladiumtraining.co.uk

Call us on - 01443 858668