

ilm Endorsed Programmes	Feb	Mar	April	May	June	July	£
<p>Personal Management Skills (PMS) - 10 half-day workshops</p> <p>There is no single tool or technique for achieving excellence at work or in life. Personal competence and confidence are attained through a combination of understanding yourself, how you act and react, how you deal with tasks, projects, challenges, and people. You must also have a good awareness of your strengths and limitations, knowing what you want to achieve and have a plan to succeed. Personal Management Skills will provide you with a range of tools and techniques you can use immediately that addresses those areas, enhancing your personal effectiveness and performance in your current role.</p>	1/19 20			2/19 23			£720
<p>Essential Management Skills (EMS) - 8 workshops</p> <p>The effective manager is required to balance the time between completing the task, developing individuals, and enhancing team performance. This 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 participant re-enters their working environment. A key feature of the programme is the opportunity each participant has to work with a personal coach to maximise personal effectiveness back in the workplace. Incorporates a change Making a Difference (MaD) project.</p>		1/19 18			2/19 11		£1200
<p>Effective Leadership Skills (ELS) - 8 workshops</p> <p>Effective Leadership Skills has been specifically designed to give practising, or potential senior managers critical evaluative skills. Effective leadership means achieving the balance between immediate economical results with the need to spend time in developing people to ensure business survival and future growth. It's about understanding your people, building collaborative relationships, developing subtler methods of motivation and leading by example.</p>			1/19 17			2/19 16	£1520
<p>Influencing, Motivating & Empowering Others (EM&E) - 5 workshops</p> <p>One of the keys to effective leadership and management is achieving success with and through others. To achieve this we must gain a balance between communicating effectively, delegating, monitoring progress and outcomes, coaching and holding people accountable. The aim of this five day programme is to explore a range of personal management styles and reflect upon the skills required to harness people's potential, manage challenging behaviour and conflict and improve both personal competence and individual and team performance.</p>	1/19 21					1/19 9	£790

Dates listed above are start dates only, for more information on workshop dates for each programme please refer to the programme specification.

Bespoke in-company solutions

Should the above programmes 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 programmes 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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Modular Workshops	Duration	Apr	May	June	July	Sept	Oct	£
<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	24				19		£180
<p>Making Professional Presentations Presentations are a highly effective medium of communication used with colleagues, project teams, management and customers. This two day workshop 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			12 & 27			10 & 22	£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	8 & 29				30	28	£380
<p>Interpersonal Intelligence The Interpersonal Intelligence Workshop is an interactive full day providing a positive and practical experience to help individuals 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 participants a language and framework for understanding themselves and others better, which they can put into practice immediately.</p>	One day				9		15	£180

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Modular Workshops	Duration	May	June	July	Aug	Sept	Oct	£
<p>Managing Conflict & Holding People Accountable Holding people accountable, if done incorrectly, can create conflict or ill feeling leading to tension and de-motivation. Whilst conflict is not a bad thing, 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	1				24		£180
<p>Developing a Flexible Leadership Style Leaders today have to learn to cope with exponential change themselves, and help others through coaching, facilitating and empowerment. The aim of this workshop is to explore leadership styles and consider the skills required to harness employee potential, examine team roles and provide a range of tools and strategies to enhance team performance.</p>	Three days				13	3 & 24		£420
<p>Insights Foundations for Success The Insights Foundations for Success Workshop is a full day interactive workshop providing a positive and practical experience to help individuals 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 participants a language and framework for understanding themselves and others better, which they can put into practice immediately.</p>	One day	30				12		£210
<p>Best Practice HR The aim of this short programme is to develop knowledge and understanding regarding people management and the principles underpinning best practice human resource management. Delegates will gain an understanding of workforce management, performance management, equality of opportunity, diversity and inclusion, as well as an appreciation of training and development, reward and recognition.</p>	Two days		13 & 14				23 & 24	£380

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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)	2 to 5 full-day Workshops depending upon Units selected & 1-2-1 Tutorial	Dependent upon Units selected. Maximum of one workshop every 2 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	£969 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)			
Planning Change in the Workplace (2)			

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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)	3 to 6 full-day Workshops depending upon Units selected & 1-2-1 Tutorial	Dependent upon Units selected. Maximum of one workshop every 2 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	£1079 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)			

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**Fully Funded Welsh Government
Leadership & Management Qualifications**

ilm Level 3 Diploma in Leadership & Management for Team Leaders/Supervisors

Designed for the first line manager with operational, project responsibilities and/or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, coaching and support to ensure the achievement of set objectives. Working in the private, public and third sector, and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role. Some of the roles or occupations that this qualification will support are - Supervisor, Team Leader, Project Officer, Foreperson and Shift Leader/Manager. Key responsibilities at this level are likely to include supporting, managing and developing team members, managing tasks/projects and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

ilm Unit/Module	Cohort 1/19	Cohort 2/19
Managing Personal & Professional Development	18/2/19	9/5/19
Principles of Leadership & Management	16/4/19	11/7/19
Principles of People Management	19/6/19	12/9/19
Managing Team Performance	18/9/19	7/11/19
Principles of Business	13/11/19	16/1/20

Bespoke in-company programme

Should the above schedule not suit the training needs of your organisation, and you have a minimum of 6 team leaders/supervisors requiring this development Palladium will design a tailor-made, in-company solution specific to your requirements. We specialise in designing bespoke development programmes and learning events to support organisations' policies, processes, strategies and values.

ilm Level 5 Diploma in Leadership & Management for Operational/Department Managers

Principles of Leadership and Management (Level 5) has been designed for a manager who manages or leads teams and/or projects, and achieves operational or departmental objectives, as part of the organisations strategy. They are accountable to a more senior manager or business owner. Working in the private, public and third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role. Some of the roles or occupations that this qualification will support are - Operations Manager, Department Manager, Regional Manager, Divisional or Site Manager, General Manager or Specialist Managers. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change and financial and resource management, talent management, coaching and mentoring.

ilm Unit/Module	Cohort 1/19	Cohort 2/19
Understanding the Management Role to Improve Management Performance	20/5/19	9/10/19
Becoming an Effective Leader	15/7/19	4/12/19
Developing Critical Thinking	23/9/19	12/2/20
Understanding the Skills, Principles and Practice of Effective Management Coaching	16/12/19	8/4/20
Managing Improvement	17/2/20	10/6/20
Developing a Financial Case	20/4/20	2/9/20
Leading Innovation and Change	22/6/20	4/11/20
Managing and Implementing Change in the Workplace	13/8/20	6/1/21
Motivating People in the Workplace	01/10/20	10/3/21

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