

ilm Endorsed Programmes	June	July	Sept	Oct	Nov	Dec	£
<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>		2/19 22			3/19 20		£720
<p>LEAD Programme - 6 workshops</p> <p>The LEAD 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. This leadership and 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 participant re-enters their working environment. Two key features of the programme are, the opportunity each participant 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.</p>	1/19 25		2/19 4				£894
<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>		2/19 17			3/19 13		£1520

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.

Modular Workshops	Duration	June	July	Aug	Sept	Oct	Nov	£
<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 control of your time and respond proactively to changing demands.</p>	One day		23			2		£149
<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		11	1		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				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	25				4		£149

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Modular Workshops	Duration	July	Aug	Sept	Oct	Nov	Dec	£
<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				8			£149
<p>Understanding Management Styles This workshop is designed to enable delegates to assess their approaches to people and team management, reflect upon their preferred management style, and consider how to adapt their style to different situations. This workshop provides delegates with an enhanced understanding of how to effectively communicate with clarity, and problem solve with and through people in the workplace.</p>	One day		13				3	£149
<p>Developing Effective Teamwork This workshop provides delegates with the fundamental tools to build a high performance team. It examines areas critical to effective team working and identifies specific issues in understanding team dynamics. The key objectives for the workshop are to reflect upon the skills and attitudes required to develop effective teamwork, identify the characteristics of high performance teams, and the four stages of team development and reflect upon the different styles of leadership associated with the individual stages.</p>	One day	9				6		£149
<p>Enhancing Performance through Delegation and Coaching This workshop examines one of the keys to effective leadership, achieving success with and through others. To achieve this we must gain a balance between coaching and learning to let go and trust. Coaching is the process of helping individuals maximise their potential, whilst delegation requires an understanding of how to effectively empower others. Delegates will be encouraged to implement a range of tools and techniques to measure, monitor and motivate individual and team performance.</p>	One day			3				£149

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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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Email us at - info@palladiumtraining.co.uk

Call us on - 01443 858668

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 2/19	Cohort 3/19
Managing Personal & Professional Development	20/6/19	26/9/19
Principles of Leadership & Management	25/7/19	20/11/19
Principles of People Management	12/9/19	15/1/20
Managing Team Performance	7/11/19	4/3/20
Principles of Business	16/1/20	6/5/20

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.

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

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	1/10/20	10/3/21

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