

New for 2019/20	Duration	Sept	Oct	Nov	Dec	Jan	Feb	£
<p>LEAD Programme</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 their team's and organisation's key objectives and/or projects. 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>	Six Days	2/19 4	3/19 9	4/19 27			1/20 6	£894
<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>	Two Days		23 & 24				19 & 20	£380
<p>Courageous Conversations</p> <p>Stephen R Covey, author of the Seven Habits of Highly Effective People, states that habit four, "Win-Win", is the habit of mutual benefit. He does not advocate compromising on your goal or objective and sees compromise as a failure. This one day workshop focuses on developing this thinking for a courageous conversation. Ideal for those who find themselves negotiating and/or managing conflict and need to enhance their ability to win hearts and minds.</p>	One day		16			28		£179
<p>Energise</p> <p>The Gallup Organisation has said that exuding positive energy is the single management characteristic that has the greatest effect on performance. In this one day workshop you will discover ways to enhance individual and team performance by creating energy and inspiration. Specifically helping to understand the differences between individual and team motivation, and how these can be recognised and handled properly.</p>	One Day			12			26	£179

Modular Workshops	Duration	Sept	Oct	Nov	Dec	Jan	Feb	£
<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		2 24		12		25	£179
<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		3 30			28	18	£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		28	28		21	11	£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	4	9	27			6	£179
<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. It also provides the foundation for those who plan to advance to either the ilm Level 3 Unit Certificate in Understanding Good Practice in Workplace Coaching, or the ilm Level 5 Unit Certificate in Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring.</p>	Two days			19	10			£380

Modular Workshops	Duration	Sept	Oct	Nov	Dec	Jan	Feb	£
<p>Managing Conflict & 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		29			30	5	£179
<p>Understanding Management Styles Leaders 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 programme 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	3			3 5	29		£179
<p>Developing Effective Team Work 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>	One day			6 14		6		£179
<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.</p>	One day		8			7 or 8	26	£179

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.

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	£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)			
Understanding Organising & Delegating 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)	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	£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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ilm Level 3 Diploma in Leadership & Management for Team Leaders/Supervisors

ilm Unit/Module	Dates
Principles of People Management	12th Sept 19
Manage Team Performance	18th Sept 19 7th Nov 19
Principles of Business	13th Nov 19 16th Jan 20

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

ilm Unit/Module	Dates
Managing Projects in the Organisation	16th Sept 19
Leading Innovation and Change	16th Dec 19
Making a Financial Case	17th Feb 20
Managing and Implementing Change in the Workplace	20th April 20
Managing Improvement	22nd June 20
Understanding the Skills, Principles and Practice of Effective Management Coaching	13th Aug 20
Developing Critical Thinking	1st Oct 20

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