

<b>ilm Endorsed Programmes</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>£</b>
<p><b>Personal Management Skills (PMS) - 10 workshops</b></p> <p>There is no single tool or technique for achieving excellence at work or in life. Personal competence and confidence is 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 the areas listed below, enhancing your personal effectiveness and performance in your current role.</p>	2/18 26				1/19 7		£620
<p><b>Essential Management Skills (EMS) - 8 workshops</b></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 24			£1200
<p><b>Effective Leadership Skills (ELS) - 8 workshops</b></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>		2/18 20			1/19 20		£1520
<p><b>Effective Change Management (ECM) - 5 workshops</b></p> <p>Effective Change Management has been specifically designed to give practising or potential middle and senior managers the ability to effectively implement and lead change. Managers today have to learn to cope with exponential change whilst supporting their teams through what could be considered an emotional minefield. Dealing with the demands of change is the biggest challenge facing every business today. The programme incorporates the implementation of a work based change identified and defined during the initial workshops.</p>	3/18 11			1/19 17			£980

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

<b>Modular Workshops</b>	<b>Duration</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>£</b>
<b>Time Management</b>	1 Day	10				7		£140
<b>The Art of Coaching</b>	2 or 3 Days				30			£380
<b>Managing Projects</b>	2 Days	2						£380
<b>Creating an Effective Image</b>	1 Days	23				21		£140
<b>Developing Effective Teamwork</b>	1 Day		7				5	£140
<b>Adapting Management Styles</b>	1 Day		27				26	£140
<b>Effective Coaching &amp; Delegating</b>	1 Day				15			£140
<b>Making Professional Presentations</b>	2 Days		6			6		£380
<b>Interpersonal Intelligence</b>	1 Day			12			28	£129
<b>Effective Customer Services</b>	1 Day				17			£140
<b>Problem Solving and Decision Making</b>	1 Day		14			26		£140
<b>Developing a High Performance Team</b>	2 Days		7				5	£280
<b>Vision &amp; Strategy</b>	1 Day	3			10			£190
<b>Dynamic Leadership</b>	1 Day		6			6		£190
<b>Influencing &amp; Decision Making</b>	1 Day		15			21		£190
<b>Empowering Performance</b>	1 Day			6			19	£190

Dates listed above are start dates only. For more information on our 2 & 3 Day programmes please refer to programme specification or email [helen.kwinta@palladiumtraining.co.uk](mailto:helen.kwinta@palladiumtraining.co.uk)

For a full list of our workshops please visit our website at <http://www.palladiumtraining.co.uk/modularworkshops.html>

## ilm Level 3 Award in Leadership & Management (Fast Track)

Units (Credits)	Duration	Cohort 2	Cohort 3	£
<b>Leading and motivating a team effectively (2)</b>	4 Days	Workshop 1 - 21st February	Workshop 1 - 12th June	£628
		Workshop 2 - 5th March	Workshop 2 - 26th June	
<b>Understanding performance management (2)</b>		Workshop 3 - 26th March	Workshop 3 - 10th July	
		Workshop 4 - 9th April	Workshop 4 - 7th August	
<p>The Level 3 Award in Leadership and Management is ideal for individuals who have management responsibilities but no formal training, and are serious about developing their abilities. They particularly support practising team leaders seeking to move up to the next level Of management.</p> <ul style="list-style-type: none"> <li>Award - minimum of 2 Units comprising of 4 Credits</li> </ul>				

## ilm Level 5 Award in Leadership & Management (Fast Track)

Units (Credits)	Duration	Cohort 2	Cohort 3	£
<b>Developing and leading teams to achieve organisational goals and objectives (4)</b>	6 Days	Workshop 1 - 21st February	Workshop 1 - 12th June	£768
		Workshop 2 - 5th March	Workshop 2 - 26th June	
		Workshop 3 - 26th March	Workshop 3 - 10th July	
<b>Managing Individual Development (4)</b>		Workshop 4 - 9th April	Workshop 4 - 7th August	
		Workshop 5 - 30th April	Workshop 5 - 4th September	
		1-2-1 Coaching - TBC	1-2-1 Coaching - TBC	
<p>The Level 5 Award in Leadership and Management is designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities</p> <ul style="list-style-type: none"> <li>Award - minimum of 2 Units comprising of 6 Credits</li> </ul>				