

Programme Details

The Leadership and Management Development Programme aims to arm junior managers who work in a healthcare environment with the skills and supporting theory that will help them perform well in their role.

Audience

- Staff who are in a role that carries responsibility for other staff or important resources
- Newly appointed junior or supervisory managers or team leaders
- Existing managers, supervisors or team leaders who require training or refresher training
- Staff who have the potential to develop and move into managerial or leadership roles in the future

Main Topics

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| <ul style="list-style-type: none"> ● Leadership: <ul style="list-style-type: none"> ▪ Introduction to theory and practice ▪ Team management ▪ Delegation ▪ Communication ● Management and Personal Skills: <ul style="list-style-type: none"> ▪ Personal Organisation <ul style="list-style-type: none"> ◦ Task/project management ◦ Time management ◦ Stress management ◦ Career management ▪ Decision Making <ul style="list-style-type: none"> ◦ Introduction to strategy ▪ Problem solving ● Health and Social Care: <ul style="list-style-type: none"> ▪ Organisations and roles ▪ Legislation ▪ Contracts ▪ Finance | <ul style="list-style-type: none"> ● Financial Management: <ul style="list-style-type: none"> ▪ Accounts ▪ Budgets ▪ Cash ▪ Insurance matters ● Human Resources: <ul style="list-style-type: none"> ▪ Legislation ▪ Appraisals and performance management ▪ Contracts ▪ Interviews ▪ Policies ● Facilities and Asset Management: <ul style="list-style-type: none"> ▪ Maintenance systems ▪ Legislation ● Legislation and Regulation: <ul style="list-style-type: none"> ▪ Health and Safety at Work ▪ CQC | <ul style="list-style-type: none"> ▪ Data protection and confidentiality <ul style="list-style-type: none"> ◦ Clinical records ◦ HR records ◦ Financial records ▪ Children and the vulnerable ● Business Organisation and Law: <ul style="list-style-type: none"> ▪ Theory ▪ Contracts, legal deeds and agreements ▪ Culture and Structure ▪ Communication and Marketing <ul style="list-style-type: none"> ◦ PR and Media ◦ Significant events and complaints ▪ Security and business continuity ▪ Technology and Innovation ● Innovation and Change: <ul style="list-style-type: none"> ▪ Change management ▪ Project management ▪ Technology and Innovation |
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Assessment

An assignment to complete after attending all study days, to be submitted four weeks after completing course content:

- A personal SWOT analysis in light of the subject matter learnt on the course, covering all the main topic areas of the programme, to include a 1500 word analysis and reflection detailing personal objectives set as a result.

Format

- Blended learning
- Flexible access to e-content supplemented by interactive virtual workshops
- Introductory face-to-face peer support group session
- Institute of Leadership & Management (ILM) certificate issued upon completion