



Management Essentials Training Programme

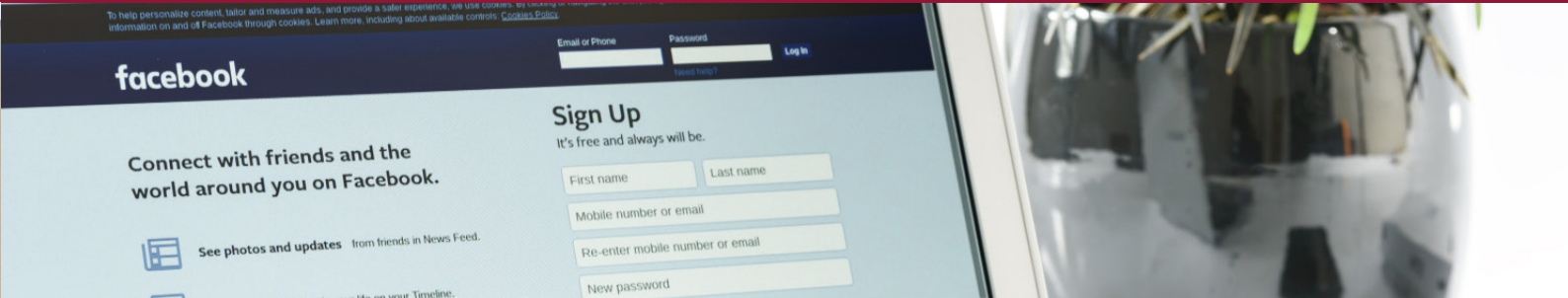
The Management Essentials Training Programme is the Weymouth College internal development programme for Senior Leaders, the College Management Team, staff with line management and budget responsibility.

Through a range of sessions it provides an opportunity for staff to engage and fully understand a variety of aspects of management skills required within the organisation.

Each module and unit has an identified audience which is designed to share techniques and understanding of policies and practices with peers across different areas within the College.

Formal management and further training is identified as progression or development opportunities alongside the programme.

Management Essentials Training Programme Cohort 1 March 2021 - June 2022							Module 3 - Finance						
							Session		Audience	Duration	Date	Time	Facilitator
Module 1 - Leadership and Management							Unit 1	Understanding Finance and Managing Budgets	College Management Team	1 hour	30/09/2021	3.30pm-4.30pm	Rob Cole
									Line Managers		or		&
								Budget Holders		07/04/2022	12.30pm-1.30pm	James Clark	
							Unit 2	Budget Holder Refresher	College Management Team	1 hour	13/10/2021	12.30pm-1.30pm	Rob Cole
									Line Managers		or		&
Unit 3		Budget Holders		12/05/2022	4.00pm-5.00pm	James Clark							
Module 2 - Human Resources							Module 4 - Corporation and Governance, Funding and GDPR						
Session		Audience	Duration	Date	Time	Facilitator	Session		Audience	Duration	Date	Time	Facilitator
Unit 1	Disciplinary, Investigations and Hearings	College Management Team	2 hours	10/03/2021	12.30pm-2.30pm	Sammie Frampton	Unit 1	Corporation and Governance	College Management Team	1.5 hours	12/11/2021	9.30am-11.00am	Sue Ratcliffe
		Line Managers		or		&				Line Managers		or	
				06/10/2021	3.00pm-5.00pm	Julia Howe					17/05/2022	9.30am-11.00am	
Unit 2	Grievances	College Management Team	2 hours	29/04/2021	3.00pm-5.00pm	Sammie Frampton	Unit 2	Overview of Funding in Further Education	College Management Team	2 hours	30/06/2021	12.30pm-2.30pm	Phil Templeton
		Line Managers		or		&				Line Managers		or	
				09/11/2021	12.30pm-2.00pm	Julia Howe					08/12/2021	3.00pm-5.00pm	
Unit 3	Managing and Supporting your Staff through Capability, Probation, Staff Absence and Appraisals	College Management Team	2.5 hours	19/05/2021	12.30pm-3.00pm	Sammie Frampton	Unit 3	Data Protection, Confidentiality and the new GDPR	College Management Team	1.5 hours	15/06/2021	9.30am-11.00am	Sue Ratcliffe
		Line Managers		or		&				Line Managers		or	
				01/12/2021	2.30pm-5.00pm	Julia Howe					13/01/2022	9.30am-11.00am	
							Module 5 - Optional						
Session		Audience	Duration	Date	Time	Facilitator	Session		Audience	Duration	Date	Time	Facilitator
Unit 4	Safer Recruitment and Selection Process	College Management Team	1.5 hours	10/06/2021	3.30pm-5.00pm	Sammie Frampton	Unit 1	Apprenticeships for Non-apprenticeship Managers	College Management Team	1.5 hours	06/05/2021	12.30pm-2.00pm	Natalie Merry
		Line Managers		or		&						or	
				26/01/2022	12.30pm-2.00pm	Julia Howe					09/02/2022	3.30pm-5.00pm	
Unit 5	Bullying and Harassment	College Management Team	1.5 hours	14/07/2021	12.30pm-2.00pm	Sammie Frampton	Unit 2	Safe Use of Social Media and Marketing	College Management Team	1 hours	21/04/2021	4.00pm-5.00pm	Sammie Frampton
		Line Managers		or		&				Line Managers		or	
				10/02/2022	3.30pm-5.00pm	Julia Howe					17/03/2022	12.30pm-1.30pm	Kirsty Ingle
Unit 6	Management of Work Based Stress	College Management Team	1.5 hours	13/08/2021	12.30pm-2.00pm	Catherine Rickards	Unit 3	Emotionally Resilient Tools for Managers	College Management Team	3.5 hours	06/03/2021	1.00pm-4.30pm	Sarah Bradshaw
		Line Managers		or						Line Managers		or	
				24/03/2022	3.30pm-5.00pm						27/04/2022	1.30pm-5.00pm	Sammie Frampton



Module 1

Leadership and Management

Leadership and Management training delivered by Larry Shulman.

Unit 1 – The leader I am, the leader I need to be

Duration: 1 day

The key qualities of effective leaders and how they apply to the individual manager. Managers will develop an awareness of their own leadership style and its impact, and will consider other leadership styles.

Unit 2 – Leading and participating in high performing teams.

Duration: 1 day

What leaders need to do to create high performing teams and how to adapt a leadership style to different people and contexts. Practical coaching will explore team leadership skills and develop the tools to create an emotionally intelligent team.

Unit 3 – Thinking and acting more strategically

Duration: 1 day

The big questions that strategically-minded leaders need to ask and answer. Managers will begin to develop a more strategic mindset in relation to their own work and that of their teams.

Module 2

Human Resources

Unit 1 – Disciplinary, Investigations and Hearings

Duration: 2 hours

The session will cover legal aspects, policies and procedures at Weymouth College. As a line manager you may be asked to be involved in some of these processes or may even be a witness within an investigation, it is important that these processes are carried out consistently to a fair conclusion. The session will ensure that you understand the methods and sensitivities and guide you to think about strategies and the potential impact on staff.

Unit 2 – Grievances

Duration: 2 hours

This session will cover the legal aspects, processes and procedures around grievances at Weymouth College. Discussions will also include the benefits of mediation as an option to resolve situations.

Unit 3 – Managing and Supporting your Staff through Capability, Probation, Staff Absence and Appraisals

Duration: 2.5 hours

The session will explain the methods used for a range of processes which you will need as a line manager – including guidance and techniques to support you to support your staff

Unit 4 – Safer Recruitment and Selection Process

Duration: 1.5 hours

An overview of the Weymouth College processes and procedures for staff involved in interviewing and recruitment to ensure that candidates are treated equally and fairly and that you are aware of what you can and can't ask during the process.



Unit 5 - Bullying and Harassment

Duration: 1.5 hours

Providing managers with the tools and knowledge to ensure that all staff are treated with dignity and respect. The course will cover in detail the College's procedure and policy in dealing with complaints in regards to bullying and harassment.

Unit 6 - Management of work based stress

Duration: 1.5 hours

Providing all managers with the tools to identify work based stress triggers in themselves and others and be able to provide healthy coping strategies.

Module 3 Finance

Unit 1 - Understanding Finance and Managing Budgets

Duration: 1 hour

This session will provide an overview of finance at Weymouth College. Exploring how the College generates and receives income through various funding streams - followed by an insight into the College's expenditure so that you will understand the importance of cashflow and a brief introduction to the EBITDA!

Unit 2 - Budget Holder refresher

Duration: 1 hour

Refresher training for users of Mondas, the College finance system, to ensure confidence and familiarity with finance processes and budget management.



Module 4

Governance, Funding and Data Protection

Unit 1 – Corporation and Governance

Duration: 1.5 hours

An overview on the Corporation's function, exploring the legal aspects and role of Corporation members, the Corporation link scheme and how accountability is managed.

Unit 2 – Overview of Funding in Further Education

Duration: 2 hours

An update on the ESFA funding methodologies and formulae alongside explanations of additional funding streams for Weymouth College including 16-18 cohort, Adults, Apprentices, EHCP students, HE funding and Full Cost. You will also gain an understanding of how the College is funded for bursaries and additional support.

Unit 3 – Data Protection, Confidentiality and the new GDPR

Duration: 1.5 hour

The rules around data protection, confidentiality and freedom of information – to include Subject Access Requests, requests for personal information and guidelines for data protection.

Module 5

Optional

Unit 1 – Apprenticeships for Non-apprenticeship Managers

Duration: 1.5 hours

An overview of apprenticeships within Weymouth College.

Unit 2 – Safe Use of Social Media and Marketing

Duration: 1 hour

The rules around the use of images and data in all marketing and social media activity.

Unit 3 – Emotionally Resilient Tools for Managers

Duration: 3.5 hours

Identify steps to create an emotionally resilient culture and workforce.



Further Development:

Either alongside or on completion of the Management Essentials Training Programme, you may wish to participate in the following training and development opportunities:

- Level 5 Apprenticeship in Leadership and Management
- Level 2 Certificate in Team Leading
- Level 2 Certificate in Lean Organisational Management Techniques.
- Educare online training in the following areas:
 - Safeguarding & Child Protection
 - Supporting Staff & Staff Wellbeing
 - First Aid
 - Prevent
 - Health & Safety
 - Use of Reasonable Force in Schools
 - Substance misuse
 - SEND
 - Safer Recruitment in Education





**For more information please contact
staff_development@weymouth.ac.uk**