

Amodigo.

Emerging Leaders Programme

ILM Level 3

Leadership & Management

ilm



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Why Amodigo?

Our Mission is to deliver exceptional human performance training that creates meaningful change in people's lives.

By utilising the science of great training, we catalyse peak performance, providing bespoke programmes that create enduring, meaningful and sustainable impact for your business across three core areas: Management & Leadership, Mental Health, Wellbeing and Resilience, and Human & Physical Performance.

What we do

At Amodigo we ensure the training programmes we design and deliver are meaningful, support the ambition of both employee and employer, and answer a real workplace requirement.

Our Values

Sustainable

Dedication to culture that creates a sustainable future. Our clients experience this through our passion and commitment to their development.

Team

A team of leaders empowered and trusted to create the best solutions for our partners

Performance

Committed to unlock the potential that leads to exceptional human performance



Leaders who adopt a growth mindset will multiply their team's potential and create a healthy culture of accountability that drives business growth



(Mike Crofts, CEO Amodigo)

The purpose of this course

By taking part in this programme for **emerging leaders and managers**, you will cover topics that enable you to understand **how to lead a team more effectively**. The programme, **accredited by the Institute of Leadership and Management** is a foundation for **your training as a developing leader**.

So far you may have limited experience leading and managing others, you may have recently joined your organisation and be keen to step off on the right foot, or you may be an experienced member of staff, in all cases **you will develop your skills and be better prepared as a future leader**.

What's Included?

Course Content

In this programme you will be able to cover the following topics:

1. Understanding good practice in coaching within an organisational context
2. Understanding leadership
3. Understanding mental health in the workplace
4. Understanding recruitment and selection of new staff in the workplace
5. Understanding change in the workplace
6. Managing equality and diversity in your own area
7. Developing people in the workplace
8. Developing your leadership style
9. Understanding how to manage remote workers
10. Understanding stress management in the workplace
11. Understanding conflict management in the workplace



Level 3

Leadership & Management Programme



Understanding good practice in coaching within an organisational context

Purpose and aim

To develop an understanding of the practice required for **effective coaching** within an organisational context.

Outcomes

Students will understand the process of **effective coaching** within their own workplace.

Themes covered:

- Manage a coaching process
- Using recognised coaching models
- Coaching tools or techniques
- Identify preferences and agreed goals
- Monitoring and reviewing progress



Credit Value: 3
Learning Hours: 9

Understanding leadership

Purpose and aim

To develop knowledge and understanding of **leadership** as required by a practising or potential first line manager.

Outcomes

Students will

- understand leadership styles and qualities
- review their own leadership qualities and potential

Themes covered:

- Factors that influence the choice of styles or behaviours
- Positive and negative effects of these styles or behaviours
- Own leadership behaviour in the context of a particular leadership model
- Own leadership behaviour in the context of own organisation's working practices
- Appropriate actions to enhance own leadership behaviour
- Identify preferences and agreed goals
- Monitoring and reviewing progress



Credit Value: 2
Learning Hours: 6

Understanding mental health in the workplace

Purpose and aim

To develop knowledge and understanding of **mental health issues** in the workplace, as required by a practising or potential first line manager.

Outcomes

Students will:

- understand why mental health matters in the workplace
- understand the spectrum of mental health
- understand how to identify signs of distress in the workplace

Themes covered:

- Importance of mental health
- Challenge common mental health myths
- Individuals moving up and down the continuum of mental health
- Conditions that might manifest themselves in staff
- Anxiety
- Bipolar disorder
- Depression
- Communicating with staff
- Effect of high risk scenarios in the workplace
- Providing support



Credit Value: 2
Learning Hours: 5

Understanding recruitment and selection of new staff in the workplace

Purpose and aim

To develop knowledge and understanding of **recruitment and selection** as required by a practising or potential first line manager.

Outcomes

Students will:

- know how to plan, recruit and select new staff
- know how to select the right staff in the workplace

Themes covered:

- Organisation's policies and procedures that guide recruitment and selection
- Conduct job analysis
- Prepare job descriptions and personal specifications
- Prepare for selection interviews
- Ensure impartiality and optimum decision making
- Recognise selection techniques



Credit Value: 2
Learning Hours: 7

Understanding change in the workplace

Purpose and aim

To develop an understanding of **dealing effectively with change** as required by a practising or potential team or cell leader.

Outcomes

Students will:

- understand change in the workplace
- know how to support the implementation of change in the workplace

Themes covered:

- Internal and external reasons for change
- Team members' attitudes and responses
- Barriers to change and how they overcome
- Benefits of change
- Team leader implementing change
- Team leader supporting change
- Develop and maintain cohesion



Credit Value: 2
Learning Hours: 8

Managing equality and diversity in your own area

Purpose and aim

Be able to evaluate and influence the management of **equality and diversity** law, legislation and internal policies within own your area of responsibility.

Outcomes

Students will:

- understand equality and diversity law
- understand legislation and internal policies in relation to their own area of responsibility
- be able to influence the management of equality and diversity in their own area of responsibility

Themes covered:

- Legal requirements for equality and diversity
- Organisation's policies and procedures relating to equality and diversity
- Equality and diversity legal requirements and internal policies
- Recommending improvements to management of equality and diversity



Credit Value: 4
Learning Hours: 12

Developing people in the workplace

Purpose and aim

To be able to plan the *personal development* of individuals in the workplace.

Outcomes

Students will:

- understand the importance of promoting personal development
- be able to plan for an individual's development

Themes covered:

- Benefits to the organisation
- Benefits to the individual
- Manage an individual's expectations
- Development vehicles in the organisation
- Development needs of the individual
- Plan to meet development needs



Credit Value: 5
Learning Hours: 21

Developing your leadership styles

Purpose and aim

To be able to develop your own *leadership style* to improve your own and organisational performance.

Outcomes

Students will:

- understand the outcomes of effective leadership and assess their own leadership styles
- understand the implications of their own leadership styles for themselves and for leadership within their own organisation
- be able to assess their own leadership behaviour, in terms of the factors which determine effective leadership
- understand factors that impact leadership effectiveness
- understand how to develop their own leadership style and effectiveness

Themes covered:

- Performance and engagement with followers
- Review your own styles
- Assess the effectiveness of leadership
- Self-assessment of leadership style
- Evaluate implications
- Impact of changes
- Own leadership behaviour
- Action plan for developing style
- Benefits of implementing action plan
- Monitoring and evaluating action plan



Credit Value: 4
Learning Hours: 10

Understanding how to manage remote workers

Purpose and aim

To enable learners to understand the basics of the *management of people of an organisation who work remotely*.

Outcomes

Students will:

- understand the nature of remote working
- know how to lead a remote working team
- know how to provide support for remote workers

Themes covered:

- The meaning of remote working
- Benefits of remote working for the individual and the organisation
- Limitations to remote working for the individual and the organisation
- Role of trust
- How to develop trust
- Role of communication
- Communicating effectively
- Role and nature of motivation
- Give effective feedback
- Overcome isolation
- Ensure health and safety
- Technical support



Credit Value: 2
Learning Hours: 7

Understanding stress management in the workplace

Purpose and aim

To develop knowledge and understanding of **managing stress** in self and others as required by a practising or potential first line manager.

Outcomes

Students will:

- know how to manage stress in the workplace
- understand how to support individuals in the team and minimise stress

Themes covered:

- Causes and impacts of stress
- Symptoms of stress
- Practical stress management techniques
- Providing advice, mentoring or counselling



Credit Value: 1
Learning Hours: 7

Understanding conflict management in the workplace

Purpose and aim

To develop knowledge and understanding of **managing conflict** and supporting individuals as required by a practising or potential first line manager.

Outcomes

Students will:

- understand conflict management in the workplace

Themes covered:

- Causes of conflict
- Stages in the development of conflict
- Effects of conflict
- Recognised techniques to minimise and resolve conflict
- Promote a positive atmosphere



Credit Value: 1

Learning Hours: 4

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*Contact us to discuss the other modules we
have to suit your organisation's needs.*

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