



WESSEX
GROUP
OF 6TH FORM
COLLEGES

WORKING IN HAMPSHIRE
PORTSMOUTH
SOUTHAMPTON

Leadership Programmes 2015

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What people said about our 2014 Programmes

“Don’t change anything”

“keep it just as it is”

“Excellent! - would recommend”

“all excellent – very enjoyable”

“enjoyable, interesting and stimulating”

“learned a lot”

“I found all aspects of the training useful”

“has helped me to reflect on my role and where I can improve”

“lively and fun; thought provoking; enjoyable”

“I loved this whole course. I felt engaged, interested and have learnt so much about myself”

“I gained something from all aspects of the course, despite previous leadership programme training”

“The presentation style was extremely empowering and insightful”

“Methods were varied, so great!”

“Well presented; covered a range of really useful and relevant topics; made me think about my own work practice”

“good clear structure with logical flow”

“I loved the variety”

“I thought the whole course was excellent – great pace, good quality, flexible but focussed. A fantastic facilitator”

“Fabulous pace, loved the challenge and activities and marvellous presenter”

“a positive experience where all tasks had a relevant purpose”

“excellent hospitality”

“Positive being a two day event”

“venue and food excellent”

“very well organised”

Leadership Programmes 2015

The Wessex Group of Sixth Form Colleges is committed to developing its staff to become leaders in sixth form colleges. Following the success of its comprehensive programmes in previous years for Future, Middle and Senior Managers and Support Staff Team Leaders, the Wessex Group is once again offering a full programme of leadership development activities for 2015.

Last year, for the first time, we ran a residential format for Middle and Senior Manager Programmes. These will once again run as 3 separate residential sessions each of 2 days - 6 days in total.

- **Future Managers** – an accredited programme for nearly-managers who are planning a career in sixth form college leadership and are taking first steps.
- **Middle Managers** – development for current Middle Managers, from those new in post to managers with some experience.
- **Senior Managers** – a leadership programme for senior managers who may be new in post and/or planning a further career move within sixth form college leadership
- **Support staff team leaders** – a programme of training and development sessions for supervisors of support staff in sixth form colleges.

IMPORTANT NOTE ABOUT ELIGIBILITY - The Leadership programmes for Future, Middle and Senior Managers are open to ALL staff in the Wessex Group (including teaching, non-teaching and support staff), provided that they meet the general and specific course requirements. The Support Staff Team Leaders' programme is targeted at support staff in a supervisory role.

ENTRY CRITERIA

The Wessex Group's Leadership Programmes are prestigious and highly valued by those that have taken part in past training. It is expected that applications to take part in the programmes will be from staff who:

- have demonstrated commitment to their personal and career development
- are interested in furthering their career in sixth form colleges
- have been **recommended** for leadership development by managers who recognise their potential
- are interested in improving the impact that they have on the success of their college
- are committed to attending all modules of their programme. Unfortunately, those unable to attend the first sessions will forfeit their places on the rest of the programme as well as the fee if their place cannot be filled.

Colleges will be expected to support delegates by ensuring that they are up to date on current college policies and strategy; that they have access to materials required throughout the programmes and that they are able to attend each module.

The Programmes

Future Managers

This programme has been running for 7 years. It is aimed at new or aspiring first line managers who may be working in a curriculum or business, learning or support area. The course is rooted in an LSIS (Learning and Skills Improvement Service) programme which aims to equip staff with the confidence, self awareness and knowledge to **move into** leadership positions eg Head of Department, Business Manager or Manager of another aspect of support services.

The programme consists of three x 2-day modules focusing on:

- Self management and leadership
- Leading others
- Leading within my organisation and the sector

There is an opportunity for this accredited training to lead to a level 5 qualification with the Institute for Leadership and Management and there will be a requirement for project work to be completed between modules.

Who should apply? Those applying to the course are likely to be non-managers with the potential to progress to a leadership role, in both teaching and non-teaching areas of the college, in the near future. Candidates are likely to have had little or no formal leadership and management development.

See also page 3 for general criteria for admission to 2015 programmes.

Dates:

6 sessions January to July 2015

Tuesday, 27th January 2015 & Wednesday, 28th January 2015

Thursday, 26th March 2015

Monday, 27th April 2015

Thursday, 11th June 2015

Thursday, 9th July 2015

In response to feedback, no modules will run in May.

Middle Managers

This highly successful leadership development programme for Middle Managers aims to provide participants with an understanding of leadership qualities, skills and behaviours as well as to provide opportunities for developing and practising skills for key roles and tasks.

The programme provides six cohesive training days (in blocks of 2 days each) led by professional facilitators/trainers. There will be opportunities to work on real issues and concerns, allowing delegates to draw on the programme content in an environment supported by experts. There is also access to the Senior Manager Programme master classes with input from Principals, leading practitioners and senior college staff. Opportunities for short term placements in other partnership colleges can also be arranged.

- Personal Leadership Development (2 sessions)
- Strategy and Vision
- Building relationships – institutionalising new approaches and building capacity
- Leading the team and managing performance
- Review, reflection and forward planning for personal development

A 360° assessment of the candidate will be completed in advance of starting the programme.

Each successful candidate will be allocated a mentor who will preferably not be a line manager and will be a senior post-holder.

Who should apply? Newly appointed and existing middle managers with the potential for further leadership responsibilities in Wessex Group Sixth Form Colleges. This might include:

- Heads of curriculum departments
- Managers of tutorial provision
- Staff on levels 1-4 of the management spine
- Staff with a role in improving quality in sixth form colleges by managing the delivery of key components of provision
- Non-teaching staff with a managerial role in planning, service development and other support areas

See also page 3 for general criteria for admission to 2015 programmes.

Dates:

Tuesday, 13th and Wednesday, 14th January 2015 (RESIDENTIAL)

Wednesday, 24th and Thursday, 25th June 2015 (RESIDENTIAL)

Tuesday 3rd and Wednesday, 4th November 2015 (RESIDENTIAL)

Senior Managers

This Leadership Programme is tailored to the needs of senior managers within the Wessex Group and was created in 2008. Working with national training providers, as well as incorporating the skills and experience of existing senior managers, this course will consist of 6 days of professionally facilitated training (in blocks of 2 days each) together with access to a programme of masterclasses with input from Principals, leading practitioners and senior college staff. Opportunities for short term placements in other partnership colleges can also be arranged.

Programme content will cover:

- Personal Leadership Development (2 days)
- Understanding and developing strategy and vision
- Leading organisations and managing change
- Leading People

The additional masterclass content will to some extent be guided by the needs of those successful in securing a place on the course, but early suggestions include:

- Leading through a financial downturn
- Good practice in managing underperforming staff
- Vision and change
- Preparing for senior roles

There will be some reading and project work between the course sessions and in the time between the linked training days there will be the opportunity to work on real issues and concerns, drawing on the lessons from the training within a supported environment. Preparation will be needed in advance of the first session and instructions will be provided to those successful in securing a place on the programme.

Who should apply? Existing, new and aspiring senior managers who are operating at the level of or are in regular contact with Senior Management Teams. Candidates' applications will have been endorsed by their Principal and are likely to be from:

- Assistant and Vice Principals
- Senior Support Staff with a strategic role
- Heads of Faculty with a role in college strategy development

See also page 3 for general criteria for admission to 2015 programmes.

Dates:

Tuesday, 11th and Wednesday, 12th February 2015 (RESIDENTIAL)

Tuesday, 5th and Wednesday, 6th May 2015 (RESIDENTIAL)

Tuesday, 3rd and Wednesday, 4th November 2015 (RESIDENTIAL)

Support Staff Team Leaders

This programme has been developed by the Wessex Group to meet the needs of support staff whose needs are not met by other available Wessex Group leadership programmes. The course will consist of 2 days of training and development sessions. These are designed to capitalise on the expertise within the Wessex Group of Sixth Form Colleges as well as continuing to draw in an external training organisation. The new format reflects demand and feedback from this group of staff and their managers. The programme consists of:

A full day of training led by an external trainer plus an additional day of workshops. There is scope for adding additional content for an additional fee, provided this would attract interest across the participants, or beyond.

The aim of the programme will be to equip team leaders with skills to contribute to the success of the college through effective leadership and management. The content will be practical, useable and based on the request we have had from participants to increase their effectiveness in improving the performance of their teams.

Training Day

This day will be run by an external trainer and will focus on managing staff issues and performance positively. Content will include:

- Creating and maintaining effective working relationships
- Personal impact & assertiveness
- Your natural style for handling conflict and change
- Structuring difficult conversations
- Managing projects
- Time management & managing workload

Workshops Day

Workshops content is being reviewed following consultation but is likely to include:

Managing sickness absence
Contribution to college mission

Conducting performance related appraisals
Managing underperformance

Candidates have the opportunity to share and learn from each other's experiences as well as discover new tips and techniques. The sessions are participative and help those taking part to improve the way that they manage themselves and others. Those attending will be expected to share examples from their own experience.

Who should apply? Support staff with supervisory responsibilities or who have taken on new responsibilities or team members. Support staff who are interested in making a difference to the success of their college. Previous candidates have included Premises Team Supervisors, Office Managers, Faculty Administrators, Learning Technologists, Receptionist and Sports Centre Managers.

Note that support staff with managerial roles and those heading departments are eligible to apply for the Future, Middle or Senior Management Programmes.

See also page 3 for general criteria for admission to 2015 programmes.

Dates:

Day 1: Tuesday, 24th March 2015

Day 2: Date to be confirmed

Course Fees

The costs of all programmes run by the Wessex Group are shared between those taking part. Without complete information about training and venue costs and candidate numbers at the time of advertising each programme, the final fees cannot be determined. We therefore ask for **an advance payment once delegate lists have been confirmed** and this will be adjusted either way upon the completion of the course.

We have tried to reduce costs as much as possible and have negotiated hard with trainers, venues and other providers. Estimated fees remain very similar to last year. All fees are based on cohorts of 12. Estimates are as follows:

Course	Estimated costs per delegate	Advance payment ¹
Leadership Programme for Future Managers	£1,100 - £1,300	£1,100
Leadership Programme for Middle Managers	£1,400 - £1,500	£1,400
Leadership Programme for Senior Managers	£1,400 - £1,500	£1,400
Support Staff team leaders	£300 - £375	£300

How to apply

Following discussion with your Staff Development Officer, line managers and senior managers, an application should be submitted electronically by your staff development officer via the Wessex Group website no later than Monday, 3rd November 2014. Enquiries should be directed to the Partnership Manager, Liz Winn manager@wessexsfc.ac.uk

Links to booking:

http://wessexsfc.ac.uk/events_and_training/leadership_programme_for_future_managers.html
http://wessexsfc.ac.uk/events_and_training/training/leadership-programme-for-middle-managers.html
http://wessexsfc.ac.uk/events_and_training/training/leadership-programme-for-senior-managers.html
http://wessexsfc.ac.uk/events_and_training/training/support-staff-team-leaders-2015.html

Or go to the Events page on the Wessex Group website and search for the course.

Closing date: Monday, 3rd November 2014

Be early!

Please book as soon as possible, preferably well in advance of the closing date. We need to ensure that we have enough people to run each course, so that we can organise suitable venues in good time, and set in train the pre-course preparation.

¹ Paid following invoice which will be sent after programmes have been confirmed and delegate lists finalised.

In the event of oversubscription for courses, arrangements have to be made to decide how places will be allocated (via the Wessex Group Executive Group for Leadership Programmes). Booking is not a guarantee of a place. This will be confirmed soon after the closing date.

Liz Winn
Partnership Manager