

WEFO leadership bid – Possible courses

Theme 1 – Collaborative Working for Managers

Course title	Duration	Content
Collaboration and Justice	2 days	* Case mapping – role in justice *What is collaboration * Benefits * Participant demonstration * How/who can make changes *Collaborative behaviours *ALS buddy and schedule dates for the ALS to meet every 6 months to consider efficiencies/better communications from the learning that will enhance organizational planning and agree actions to take back to their organisations.

Theme 2 – Environmental sustainability for Managers

Course title	Duration	Content
Environmental sustainability – raising awareness	1/2 day am	* Raise awareness * The economic argument * Common myths * What can we all do * Green Dragon *Responsibilities, consider existing facilities and how these can be used to reduce duplication/waste
Environmental sustainability - train the trainer	1/2 day pm	On completion of above : *able to deliver the message to other staff using training tools and techniques. * Buddy up with other participant and deliver a further half day course in a justice agency

Theme 3 – Organisational Sustainable Development for Managers

Course title	Duration	Content
Financial & Workforce sustainability	2 days	*Seeking external funding * Sustainable exit strategies * Sustainable procurement* Succession planning * Developing and motivating self and others * *Promoting workforce flexibility
Lean methodologies	1 day	* What are they * Share current practice * Partnership working * Getting buy in from staff

Theme 4 – Equality and Diversity for Managers

Course title	Duration	Content
Raising awareness of equality and diversity	2 days	* What is it? * Prejudice * Attitude * Legislation * Current terminology * Positive action *Fair/Unfair discrimination Managing a diverse workforce
Carrying out Equality Impact Assessments and Embedding way of working	1 day	* What are they * Practical tools and techniques*Share current practice * Embedding in the organisation * legislation and responsibilities

Theme 5 – Performance and Development - Self and Others

Course title	Duration	Content
Confidence and self esteem	1 day	* What is it? * How can we feel more confident * Techniques to improve self esteem * Promoting and projecting yourself
People Managers toolkit	3 days Could be broken down into 3 weeks	*Leadership qualities, self development, self awareness (learning styles, Belbin, EI, MBTI, Mental Toughness, 360 degree feedback etc) *Motivating and Developing staff * Basic employment legislation *time management – more for less * Performance Management: (Role of HR, Line Manager and Unions; sharing experiences, duty of care & management of stress, capability and disciplinary, coaching and mentoring).
Managing Change	2 or 3 days	External and Internal analysis of environment *organisational design & analysis * roles of change management teams* personal impact of change *change management tools *culture and structure interdependence *communication

- **Theme 1 to be compulsory for each new participant and we would try to get it accredited. The participant group on this course will form an action learning set who would meet up periodically over the life of the project and beyond. They can feed back experiences they have had on the other courses we are running and discuss pathways to learning more.**
- **Courses should use practical examples as well as more traditional methods of delivers in order to engage different learners with a range of learning styles. All of the programs have built in to them a discussion element of ‘how is it in your organisation?’ All programs should have an element of ‘what are you going to change when you get back?’ which will be communicated to the manager of the participant**
- **Evaluation of all programs will be based on demonstrating return on investment**