



Leadership and Management Development Modules

Tightly focussed development days designed to inject effective and consistent skills that build capacity across school leadership teams.

Leadership Development Centre with Fiona Moore and Liz Barratt

A tailored experience for leaders at all levels and stages in their leadership career.

This powerful and dynamic module consists of a full day of observed activities followed by a 1/2 day of leadership training. It will include:

- A full 360 report
- Opportunities for delegates to receive feedback on their impact and approach as a leader
- A feedback report
- Chance to network
- Activities relevant to the level of actual leaders in school
- Opportunity to create a development plan for the new academic year

This is a unique opportunity for leaders to assess and reflect upon their leadership approach and skills and receive targeted feedback and observations about impact, learning and approach. For Headteachers, it provides useful, impartial insight into where a leader is in their development journey and what support would enable them to become even more effective in the coming academic year.

Please note the pricings for our Leadership Development Centre are as follows:

- Premium member schools - £180 per person
- Pay As You Go members - £225 per person

Communicating Your Message including Presentation Skills with Fiona Moore

One challenge in schools can be the lack of clarity that can exist when we don't communicate well or at the right time. Many of us do brilliant work and are passionate about our subjects or year groups – and all of our roles need us to structure a message and make sure that expectations are clear for those who work with us along with others feeling engaged and part of the work that we do. This module will focus on how to structure your message in a simple way so that it is easy for you to remember; deliver it in a way that makes sense; engages others and top tips. We will cover:

- Getting your message across so that the audience (be it colleagues, parents, children, governors etc) can relate to what you are saying
- Identifying the purpose of the message
- What gets in the way
- Developing confidence
- Tips and ideas to structure your topic

Leadership

People Management with Fiona Moore and Sarah Heesom

This module is focused on the key skills involved in managing the other adults in school. Whether these are formal direct reports or people that you need to influence as part of your role the skills are similar, and it can be quite a transition from “doing the job” to “leading & influencing others”. We will ensure that we tailor the content of this module to the needs of the group but will aim to include:

- Communicating – both team and individual
- Giving effective feedback
- Team working
- Delegation
- Negotiating with different stakeholders

Difficult Conversations with Fiona Moore

This module tackles the thorny subject of those conversations that none of us like to have, but invariably need to do. We will explore what it is that makes them tricky and try out different strategies to make them more comfortable. We won't be able to make them go away but do aim to build your confidence and effectiveness. We will cover:

- What makes conversations tricky
- Strategies for building confidence
- Experimenting with different conversation structures
- Managing friends or managing people who used to be your peers
- Giving feedback

Session details

Session	Date	Timings	Venue
Leadership Development Centre	Tue 8 & Wed 9 October 2019	8.30am - 4.00pm	tbc
Communicating Your Message Including Presentation Skills	Wed 16 October 2019	9.00am - 12.00pm	Transform Head Offices Unit 11, Castlebridge Office Village, Kirtley Drive, Nottingham, NG7 1LD.
People Management	Tue 14 January 2020	8.30am - 11.30am	
Difficult Conversations	Tue 4 Feb 2020	8.30am - 11.30am	

Further Information/Costings

For more information or to book, please email Katie Felstead: katie.felstead@transformtrust.co.uk

Pricings for all modules excluding the Leadership Development centre are as follows:

- Premium member schools: £50 per person per 1/2 day or £90 per person per day
- Pay As You Go members: £75 per person per 1/2 day or £150 per person per day