

VCFSE Management and Leadership Skills Development Programme

In partnership with Skills for Life Skills Bootcamp and Yeovil College, and with support from the Shared Prosperity Fund, we have an exciting course on offer:

Skills Bootcamp - Leadership & Management

Who is it for?

This in-person course is aimed at employees working in a Somerset VCFSE organisation who are managing paid staff (as well as volunteers) as a new or existing manager, and wish to develop or refresh their skills but are not seeking an accredited qualification.

Organisational commitment:

Your employee will be released to attend ten training days at the iAero Centre, Yeovil. Your employee will participate in the day's tutor-led sessions (10am-2:30pm, including a 30 minute lunch break) and complete an online action and accountability workshop (2:30-4:30pm).

Learner commitment:

Attend each of the ten in-person training days, and complete the all tasks outlined in the action and accountability workshops.

Module 1: Understanding self and others - Thursday 9 January

Emotional intelligence, situational intelligence, self-awareness, managing your emotions and building empathy.

Module 2: Personality preferences - Thursday 16 January

Personality assessment based on MBTI/Insights/DISC. Exploring differences and preferences.

Module 3: Effective communication - Thursday 23 January

Styles and methods of communication, and the importance of body language, tone of voice, and more.

Module 4: Dealing with difficult conversations, situations or people - Thursday 30 January

Exploring TKI model of dealing with 'conflict', and assessing personal approaches to conflict.

Module 5: Traits and qualities of a good leader/manager - Thursday 6 February

Exploring leadership styles, motivational theory, managing 'up' and building trusting relationships.

Module 6: Developing culture - Thursday 13 February

Exploring the importance of values and behaviours in the workplace.

Module 7: Team working - Thursday 27 February

Understanding team dynamics and Belbin's team roles, and the role of the manager in team development phases.

Module 8: Inducting and developing staff - Thursday 6 March

Understanding the employee life-cycle, interviewing tips, and managing performance.

Module 9: Running effective meetings - Thursday 13 March

Facilitation techniques, with a focus on expectation management, communication and objectives.

Module 10: Coaching and mentoring in the workplace - Thursday 20 March

Learning the GROW coaching model, and how to set targets and give feedback.

Costs and subsidies:

The total value for this course is £3,000 per participant, but is being offered at a subsidised rate of £300 thanks to funding from the Department for Education. However, Shared Prosperity Funding has allowed us to further subsidise places for VCFSE organisations as follows:

Organisation income	Subsidy	Cost per learner (to be paid by organisation)
Less than £200K	75%	£75
£200K-500K	50%	£150
Over £500K	25%	£225

For further information about this course, please email support@sparksomerset.org.uk.

To register your interest, please complete our Office Form [here](#).

Training provided by:



With thanks to:



Funded by
UK Government



Somerset
Council