



+ VMG Associates +

Leadership Training

Menu of Opportunities

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Within this brochure you will find examples of the type of products we can offer. The content is by no means prescriptive we prefer to tailor events to suit individual and organisational needs. Our courses are suitable for discrete leadership teams or groups of leaders drawn from different areas. We can also deliver training on a one to one basis.

We would welcome the opportunity to discuss your own specific training needs. Alternatively if you are unsure of exactly what your needs are we would be happy to conduct a training needs analysis for you.

This brochure includes examples of the following:

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Module C01

Senior Leadership Programme

Duration

Key Areas Addressed:

- Defining a vision
 - Understanding the changing world
 - Escaping the management speak!
 - Definitions of mission and vision
 - Developing a vision statement
- Forming strategies
 - Why change fails
 - Steps required to make the vision a reality
 - Understanding the need for, and defining, a strategy
 - Challenging constraints and ensuring basic principles and values are not compromised
 - Ability to respond to the changes around us
- Organisational structure
 - Identifying organisational strengths and weaknesses
 - Developing structures that deliver the vision
 - Planning skills
- Effectively communicating the vision
 - What and how to communicate the vision
 - Involving stakeholders inside and outside of the organisation
 - Understanding resistance and defusing conflict
- Making it happen
 - Understanding people
 - Encouraging people to be part of the vision
 - Leadership styles and their impact.

This programme can be delivered as a whole over 2 days or broken down into 5 half day events and delivered over a period of several months. Alternatively you can just select one or more areas.



Module C02

Leadership Skills

Key Areas Addressed:

- Defining Leadership
- The Leadership Role
- Key Leadership Skills
- Identifying own strengths and development areas
- Leadership Styles and understanding their impact
- Personal organisation
- Understanding the importance of Mission, Vision, Strategy and Planning
- Setting realistic key objectives
- Involving and motivating others
- Problem solving and decision making methods and techniques
- Tools and techniques to help plan
- Making best use of estate and other resources
- Techniques for assessing risk
- Communication skills
- Resolving conflict.

Duration

This module lasts 2 days and gives an introduction to some key skill areas for leaders



Module C03 Implementing Change

Duration

Key Areas Addressed:

- Understanding the changing world
- The drivers and forces for change
- The change process
- The impact on people
- Resistance to change
- Helping and supporting people through change
- Techniques to implement change
- Communicating change.

½ day

Module C04 Resolving Conflict

Duration

Key Areas Addressed:

- The situations and behaviours that can cause conflict
- Signs and signals of conflict, both verbal and non-verbal
- Approaches to dealing with conflict
- Communication methods and techniques which can assist with diffusing conflict
- Handling conflict in an assertive manner
- Addressing unacceptable behaviours
- Avoiding stereotyping, bias and pre-judgment of situations when dealing with conflict
- The role of Personal Style
- Strategies to prevent/minimise conflict.

1 day



Module C05 Building & Developing Teams

Duration

Module C06 Managing Self

Duration

Key Areas Addressed:

- Defining a Team
- The plus and minus aspects of team-working
- Typical stages of team development and the principles of team formation
- Principles of group dynamics and interpersonal interaction
- Building an atmosphere that encourages team members to trust and support their each other
- How to recognise and respond to the culture, values and needs of the group
- Typical roles within a team
- Consensus decision making in teams
- Building relationships between teams within and outside the organisation
- Making time available to support team members.

1 day

Key Areas Addressed:

- Personal responsibilities associated with role and limits of authority
- Personal and organisational objectives
- Managing stress levels
- Personal organisation
- Personal time-wasters
- Tools and techniques to manage time and prioritise tasks
- Maintaining Continual Professional Development
- Assessing own performance, knowledge and skills
- Different types of development activities and the relative advantages/disadvantages of each.

½ day



Module C07

Effective Communications

Duration

½ day

Key Areas Addressed:

- How people communicate: The Communication Cycle
- Communication structures within the organisation and with other stakeholders
- Communication styles and methods
- Barriers to communication and strategies to deal with them
- The impact of incorrect or inappropriate communication style, language or method
- Questioning and listening skills
- The use of written, verbal and non-verbal communication
- Cultural and other differences in communication
- Building rapport
- Developing Communication Plans.

Module C08

Diversity & Equality Awareness

Duration

½ day

Key Areas Addressed:

- Defining Diversity and Equality
- Overview of current regulations and legislation
- The impact on the organisation
- The organisational perspective and the community perspective
- How Diversity is reflected in the local community
- The benefits of organisational involvement with the community
- The issues of organisational involvement with the community
- Importance of challenging unacceptable behaviour.



Module C09 Planning & Leading Meetings

Duration

Key Areas Addressed:

- The value and limitations of meetings
- Different types of meeting and how to prepare for them
- Informal and formal meetings
- Setting agendas and objectives for meetings
- How to chair a meeting
- Facilitation skills
- Leadership styles at meetings
- Dealing with the different behaviours demonstrated in meetings
- Addressing unhelpful arguments and digressions
- Record keeping and follow-up.

½ day or 1 day. The full day includes the opportunity for skills practise and appraisal

Module C10 Facilitating Discussion Groups

Duration

Key Areas Addressed:

- Defining facilitation
- The role of the facilitator
- Facilitation techniques
- How to listen actively, ask questions and clarify points to check mutual understanding.
- How to identify problems that individuals might be experiencing
- Providing accurate, objective and constructive feedback to individuals
- Building rapport.

½ day or 1 day. The full day includes the opportunity for skills practise and appraisal.



Module C11 Presentation Skills

Duration

Key Areas Addressed:

- The purposes of presentations
- Presentation methods and techniques
- Presentation aids and their uses
- Effective use of presentation aids including whiteboards, flipcharts, audio-visual, IT systems and other visual aids
- Preparing presentations and supporting materials
- Structuring a presentation
- Delivery techniques
- Dealing with questions.

½ day or 1 day. The full day includes the opportunity for skills practise and appraisal

Module C12 Solving Problems & Decision Making

Duration

Key Areas Addressed:

- Defining a problem
- Problem solving and decision making processes
- Analysing problems
- Identifying causes
- Identifying possible solutions
- Making decisions
- Collating and using information
- Techniques to evaluate possible solutions.

½ day



Please feel free to contact us for a no obligation discussion

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