

# Women in Leadership Programme

## **COURSE DESCRIPTION**

This course is for you if you are a woman who'd like:

- Develop the confidence and skills that will enable you to step up to senior management and leadership positions.
- You are already in a management or leadership position and want to develop your skills and experience so you can progress further.
- You can be working in any sector – private – a profit making organisation, such as a hotel or bank; public – such as a local authority; perhaps you have a role in public office – a councillor or an MP, for example. The sector you work in is no barrier to joining this programme; all we ask is that you come to the programme willing to share your experiences and participate in all the sessions.

Ultimately, however, this course is about you and we'd like you to feel that you can influence the content of our programme to ensure that it meets your needs – now and in the future.

The aim of the course is to help participants:

- Develop self-awareness on their own leadership style and recognise the potential for personal change and development.
- Build strategic communication skills so they can articulate your vision, lead effectively and inspire team members.
- Identify their strengths and any limiting beliefs and behaviours
- Create a personal development plan detailing skills you want to practise and those you still want to acquire so that you can move into the future with confidence as a leader.

- Improve that relationships and networking with other women in business and develop a leadership toolkit based on best practice.

## **TARGET CANDIDATES**

The course is aimed at women who wish to develop the confidence and skills that will enable them to step up to senior management and leadership positions. They are expected to be already in a management or leadership position and want to develop their skills and experience so they can progress further. They can be working in any sector – private – a profit making organisation, such as a hotel or bank; public – such as a local authority; or have a role in public office – a councillor or an MP, for example. The sector they work in is no barrier to joining this programme and the variety within the group will contribute greatly to the learning dynamics.

**DURATION** 12 months

**CREDIT VALUE** 12 ECTS

**MODE OF TRAINING** Lectures

**MODE OF DELIVERY** 80% Online, 20% Face-to-Face

**ASSESSMENT** Assignment and Presentation

**AWARDING BODY** Learning Works

**CERTIFICATION** Learning Works

## **LECTURER**

Sandra Hermitage

## **COURSE STRUCTURE:**

### **MODULE 1: A WOMAN IN LEADERSHIP: DISCOVERING YOUR LEADERSHIP STYL (2 CREDITS)**

The aim of this module of study is to provide students with the underpinning principles of leadership. In particular, they will be able to understand the difference between

leadership and management, define and evaluate leadership and visualize goals for the future.

### **MODULE 2: MANAGING WORK-LIFE BALANCE AS A WOMAN IN A LEADERSHIP POSITION (2 CREDITS)**

The purpose of this module of study is to provide students with the ability to understand self-confidence, self-esteem and the difference between the two. In addition, students will be exposed to self-talk and its' impact, stress in the workplace and meditation.

### **MODULE 3: COMMUNICATING YOUR MESSAGE WITH CLARITY (2 CREDITS)**

The aim of this module of study is to provide students with the necessary competencies and skills to communicate effectively. In addition, students will be formed to present to a wider audience and evaluate their performance when doing so.

### **MODULE 4: DRIVING RESULTS THROUGH EMOTIONAL INTELLIGENCE AND NEGOTIATING SKILLS (2 CREDIT)**

The purpose of this module of study is to provide students with an understanding of how relationships at work are managed by applying interpersonal skills. The concept of emotional intelligence will be explained. In addition, students will be exposed to the importance of teamwork and how to build effectively working teams. Finally, learners will be exposed also to the skills and art of negotiation.

### **MODULE 5: PLANNING AND FORECASTING (2 CREDITS)**

This module of study is to provide students with the important skills to develop a personal development plan (PDP). In addition, students will be provided with the necessary knowledge to learn how to effectively monitor and update their PDP. Moreover, learners will be able to develop their business case and plan effectively.

The aim of this module of study is to bring together all the knowledge and skills learnt in modules 1,2,3,4 and particularly 5 in order to present business case and plan effectively. Within this module, the critical importance of budgets, human resource planning and reporting will be emphasised.

Sandra has been involved in the world of Personal and Professional Development since 1988 when she joined Bupa as a Training Officer.

Her first management role came in 1994 when she became the Learning and Development Manager at The Mortgage Corporation.

In 1997 she started her own business – Hermitage Learning and Development and Coaching - which she has continued to run ever since. For four years she ran this in parallel with her role as Learning and Development Manager at Brown Shipley, Private Bank between 2011 and 2015.

Nowadays she majors on delivering management development through webinars and coaching. Embracing technology means that she can continue to deliver learning and development to students in England and West Africa via webinar.

In 2008 she achieved a Masters in Executive Coaching.

#### **ENTRY REQUIREMENTS:**

Candidates must be 18 years of age and are in possession either of a relevant MQF Level 5 accredited award and/or at least 5-years' work experience and 3 years experience in a management position. Candidates must be able to communicate proficiently in English.

A proficiency numerical and literacy skills test together with a Police Conduct Certificate may also be required.

Candidates may apply for recognition for prior learning (RPL) for up to 40% of the total credits of the award in accordance to NCFHE recommendations.