

STEPPING INTO MANAGEMENT

(Skills Bootcamps)

Duration / date	10 X face to face modules, delivered on: <ul style="list-style-type: none"> • Tuesday 2nd September 2025 • Tuesday 9th September 2025 • Tuesday 16th September 2025 • Tuesday 23rd September 2025 • Tuesday 30th September 2025 • Tuesday 7th October 2025 • Tuesday 14th October 2025 • Tuesday 21st October 2025 • Tuesday 4th November 2025 • Tuesday 11th November 2025
Delivery method	Face to face, delivered at Calderdale College, Francis Street, HX1 3UZ
Funded cost	<ul style="list-style-type: none"> • Fully funded for unemployed and self-employed individuals • Part contribution required for employed individuals SME's (less than 250 employers) £450.00 & Large Employers (over 250 employers) £1,350.00.
Overview/summary of course This course is designed for aspiring managers and team leaders. It follows a modular, bite-sized format that provides participants with a solid foundation in management and leadership theory. At the same time, it helps develop practical skills for managing people more effectively, enabling participants to achieve team goals and contribute more significantly to the broader organisation.	
Objectives <ul style="list-style-type: none"> • To develop aspiring managers ability to lead, motivate and inspire their team. • To understand and adopt management techniques to achieve better results. • To understand the principles of motivation and change management, and the ability to apply these when leading people through workplace change. • To improve communication within the team, wider organisation and with external partners through enhanced communication skills as well as greater strategic and political awareness. • To improve time management, delegation, negotiation and prioritisation skills. • To understand the effective use of performance management. • To instil self-awareness and reflection amongst managers to enable greater ownership of personal learning and future development. 	
Course content	
Module	Indicative Content
Learning & Developing in the Workplace (1 day = 6 hours)	<ul style="list-style-type: none"> • Developing and understanding the importance of learning and development in the workplace • Raising awareness of the range of ways training needs are identified • Exploring various methods to deliver training to support individuals and the organisation

Tuesday 2nd September 2025	<ul style="list-style-type: none"> • Exploring a range of methods used to assess the effectiveness of training programmes
Time Management & Delegation (1 day = 6 hours) Tuesday 9th September 2025	<ul style="list-style-type: none"> • How best to manage a varied and diverse workload in the modern office most effectively • Time management techniques • Multi-tasking and planning effectively • Improving productivity through planning • Saving time at meetings • Personal action planning • High performance working practice • Effective performance management • Introduction to delegation • The impact of delegation • Effective delegation styles • A successful approach to delegation
Stress Management (1 day = 6 hours) Tuesday 16th September 2025	<ul style="list-style-type: none"> • Understanding stress • Effects of stress, health & well-being • Stress management techniques • Building resilience and preventing burnout • Developing a personal stress management Plan
Creating & Enhancing Relationships (1 day = 6 hours) Thursday 23rd September 2025	<ul style="list-style-type: none"> • Understanding the concept of self-awareness • Understanding emotional intelligence and its role in the workplace • Developing an effective personal brand
Introduction to Project Management (2 days = 12 hours) Tuesday 30th September & Tuesday 14th October 2025	<ul style="list-style-type: none"> • Differences between projects and business as usual • Making a business case for a project • The Project Management Triangle • Project Management Lifecycles • Resource (including roles and responsibilities) and schedule management • Risk management
Mental Health Awareness (1 day = 6 hours) Tuesday 7th October 2025	<ul style="list-style-type: none"> • Understanding mental health • The stigma around mental health • Identifying mental health challenges • Strategies for supporting mental health • Creating a mental health-friendly environment
Leadership Styles & Motivation (1 day = 6 hours) Thursday 21st October 2025	<ul style="list-style-type: none"> • Developing critical thinking • Developing your leadership styles • Self-awareness and emotional intelligence • Situational analysis and horizon scanning • Leading and motivating teams • Understanding how to motivate individuals to perform in the workplace

Managing Change & Innovation (1 day = 6 hours) Tuesday 4th November 2025	<ul style="list-style-type: none"> • Understanding of the impact of change • Supporting and preparing for impending changes • Leading innovation and change • Managing others through changes in your workplace • Getting buy-in; dealing with resistance • Managing your organisation through difficult changes • Getting more creative with change solutions • Gaining increased confidence and motivation in the workplace • The impact of effective negotiation
Communication Skills & Conflict Management (1 day = 6 hours) Tuesday 11th November 2025	<ul style="list-style-type: none"> • Effective listening skills • Verbal and non-verbal communication in varied situations • Communicating online • Questioning techniques • Interpersonal skills • Interacting with individuals and teams • Communicating difficult messages • Objection handling

Eligibility Criteria

- **Age:** Participants must be 19 years old or older as of 31st August 2024
- **Residency:** Participants must reside in West Yorkshire
- **Employment Status:** Participants should have the right to work in the UK
- This Skills Bootcamps is designed for individuals who are unemployed or employed (looking to upskill or transition into a new role)
- **Commitment:** Participants must be able to commit to the entire duration of the Skills Bootcamps and actively engage in all sessions and activities

If you are interested in booking this course and finding out whether you are eligible for the funding then please contact employers@calderdale.ac.uk