

## STEPPING INTO MANAGEMENT

### (Skills Bootcamps)

<b>Duration / date</b>	10 X face to face modules, delivered on Tuesdays:  <ol style="list-style-type: none"> <li>1. 13/01/2026</li> <li>2. 20/01/2026</li> <li>3. 27/01/2026</li> <li>4. 03/02/2026</li> <li>5. 10/02/2026</li> <li>6. 24/02/2026</li> <li>7. 03/03/2026</li> <li>8. 10/03/2026</li> <li>9. 17/03/2026</li> <li>10. 24/03/2026</li> </ol>
<b>Delivery method</b>	Face to face, delivered at Calderdale College, Francis Street, HX1 3UZ
<b>Funded cost</b>	<ul style="list-style-type: none"> <li>• Fully funded for unemployed and self-employed individuals</li> <li>• Part contribution required for employed individuals SME's (less than 250 employees) £450.00 &amp; Large Employers (over 250 employees) £1,350.00.</li> </ul>
<p><b>Overview/summary of course</b></p> <p>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.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• To develop aspiring managers ability to lead, motivate and inspire their team.</li> <li>• To understand and adopt management techniques to achieve better results.</li> <li>• To understand the principles of motivation and change management, and the ability to apply these when leading people through workplace change.</li> <li>• To improve communication within the team, wider organisation and with external partners through enhanced communication skills as well as greater strategic and political awareness.</li> <li>• To improve time management, delegation, negotiation and prioritisation skills.</li> <li>• To understand the effective use of performance management.</li> <li>• To instil self-awareness and reflection amongst managers to enable greater ownership of personal learning and future development.</li> </ul> <p><b>Course content</b></p>	
<b>Module</b>	<b>Indicative Content</b>
<b>Leadership Styles &amp; Motivation</b>  <b>(1 day = 6 hours)</b>  <b>Tuesday 13/01/2026</b>	<ul style="list-style-type: none"> <li>• Developing critical thinking</li> <li>• Developing your leadership styles</li> <li>• Self-awareness and emotional intelligence</li> <li>• Situational analysis and horizon scanning</li> <li>• Leading and motivating teams</li> <li>• Understanding how to motivate individuals to perform in the workplace</li> </ul>
<b>Learning &amp; Development in the Workplace</b>	<ul style="list-style-type: none"> <li>• Developing and understanding the importance of learning and development in the workplace</li> </ul>

<p><b>(1 day = 6 hours)</b></p> <p><b>Tuesday 20/01/2026</b></p>	<ul style="list-style-type: none"> <li>• Raising awareness of the range of ways training needs are identified</li> <li>• Exploring various methods to deliver training to support individuals and the organisation</li> </ul>
<p><b>Communication Skills &amp; Conflict Management</b></p> <p><b>(1 day = 6 hours)</b></p> <p><b>Tuesday 27/01/2026</b></p>	<ul style="list-style-type: none"> <li>• Effective listening skills</li> <li>• Verbal and non-verbal communication in varied situations</li> <li>• Communicating online</li> <li>• Questioning techniques</li> <li>• Interpersonal skills</li> <li>• Interacting with individuals and teams</li> <li>• Communicating difficult messages</li> <li>• Objection handling</li> </ul>
<p><b>Stress Management</b></p> <p><b>(1 day = 6 hours)</b></p> <p><b>Tuesday 03/02/2026</b></p>	<ul style="list-style-type: none"> <li>• Understanding stress</li> <li>• Effects of stress, health &amp; well-being</li> <li>• Stress management techniques</li> <li>• Building resilience and preventing burnout</li> <li>• Developing a personal stress management Plan</li> </ul>
<p><b>Time Management &amp; Delegation</b></p> <p><b>(1 day = 6 hours)</b></p> <p><b>Tuesday 10/02/2026</b></p>	<ul style="list-style-type: none"> <li>• How best to manage a varied and diverse workload in the modern office most effectively</li> <li>• Time management techniques</li> <li>• Multi-tasking and planning effectively</li> <li>• Improving productivity through planning</li> <li>• Saving time at meetings</li> <li>• Personal action planning</li> <li>• High performance working practice</li> <li>• Effective performance management</li> <li>• Introduction to delegation</li> <li>• The impact of delegation</li> <li>• Effective delegation styles</li> <li>• A successful approach to delegation</li> </ul>
<p><b>Creating &amp; Enhancing Relationships</b></p> <p><b>(1 day = 6 hours)</b></p> <p><b>Tuesday 24/02/2026</b></p>	<ul style="list-style-type: none"> <li>• Understanding the concept of self-awareness</li> <li>• Understanding emotional intelligence and its role in the workplace</li> <li>• Developing an effective personal brand</li> </ul>
<p><b>Introduction to Project Management</b></p> <p><b>(2 days = 12 hours)</b></p> <p><b>Tuesday 03/03/2026 &amp; Tuesday 10/03/2026</b></p>	<ul style="list-style-type: none"> <li>• Differences between projects and business as usual</li> <li>• Making a business case for a project</li> <li>• The Project Management Triangle</li> <li>• Project Management Lifecycles</li> <li>• Resource (including roles and responsibilities) and schedule management</li> <li>• Risk management</li> </ul>
<p><b>Mental Health Awareness</b></p> <p><b>(1 day = 6 hours)</b></p>	<ul style="list-style-type: none"> <li>• Understanding mental health</li> <li>• The stigma around mental health</li> <li>• Identifying mental health challenges</li> <li>• Strategies for supporting mental health</li> </ul>

<b>Tuesday 17/03/2026</b>	<ul style="list-style-type: none"> <li>• Creating a mental health-friendly environment</li> </ul>
<b>Managing Change &amp; Innovation</b>  <b>(1 day = 6 hours)</b>  <b>Tuesday 24/03/2026</b>	<ul style="list-style-type: none"> <li>• Understanding of the impact of change</li> <li>• Supporting and preparing for impending changes</li> <li>• Leading innovation and change</li> <li>• Managing others through changes in your workplace</li> <li>• Getting buy-in; dealing with resistance</li> <li>• Managing your organisation through difficult changes</li> <li>• Getting more creative with change solutions</li> <li>• Gaining increased confidence and motivation in the workplace</li> <li>• The impact of effective negotiation</li> </ul>

### Eligibility Criteria

- **Age:** Participants must be 19 years old or older as of 31<sup>st</sup> 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](mailto:employers@calderdale.ac.uk)