



Leadership and Management Development Programme

A comprehensive and integrated programme tailored to meet the needs of your organisation

Module 3 Commercial & Personal Effectiveness

Delegates manage a 'live' pc based business, incorporating finance, marketing, forecasting organisation and delegating skills. They also explore personal organisation and time management and further develop their own effectiveness in communicating with others.

Content includes:

- Finance
- Marketing
- Forecasting
- Personal organisation
- Time management
- Advanced communication
- The power of multiple perspectives.

Workplace Project

Each delegate agrees a work-based project with their line manager. This project will last throughout the life of the programme and will be expected to make a significant contribution to the performance of the individual, team and business.

Previous projects have cut new product to market timescales, improved call centre performance, generated innovative PR campaigns, reduced stock holdings and improved product delivery lead-times.

"Managers witnessed extensive behavioural changes in their teams. Improved motivation, greater commitment and better communication have all increased productivity."

R&A Consultancy and Training
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For further information on R&A and what we can offer you please contact us:

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to search
to learn
to teach



Leadership and Management Development Programme



"With R&A we have found a way to ensure that training makes a direct impact on people and the business. An integrated programme that includes training, mentoring, coaching and project delivery ensures that learning is transferred into the workplace."

HR Director

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"Your success will depend on your ability to engage deeply and effectively with colleagues and clients."

Mark West
Human Resources

R&A Consultancy & Training, To Search, To Learn, To Teach.

PROGRAMME BENEFITS:

- Develop the skills, attitudes and behaviours necessary for high performance leadership
- Improve team-working
- Develop coaching skills
- Build personal influence and presence
- Manage performance
- Build effective relationships
- Extend commercial awareness
- Build a network of mutually supportive managers
- Establish a common frame of reference and experience
- Measure business benefit.

"There is a new imperative - to help leaders and managers understand energy and learn how to release it."

Colin Reeve
Coach the Coach

Programme Overview:

This programme is a proven methodology for delivering high impact training that is immediately transferred into the workplace. An integrated combination of classroom learning, outdoor exploration, one-on-one coaching, corporate mentoring and a work-based project ensures that participants are immersed in the skills, attitudes and behaviours that they need to engage in to get the best from themselves, their teams and their organisation.

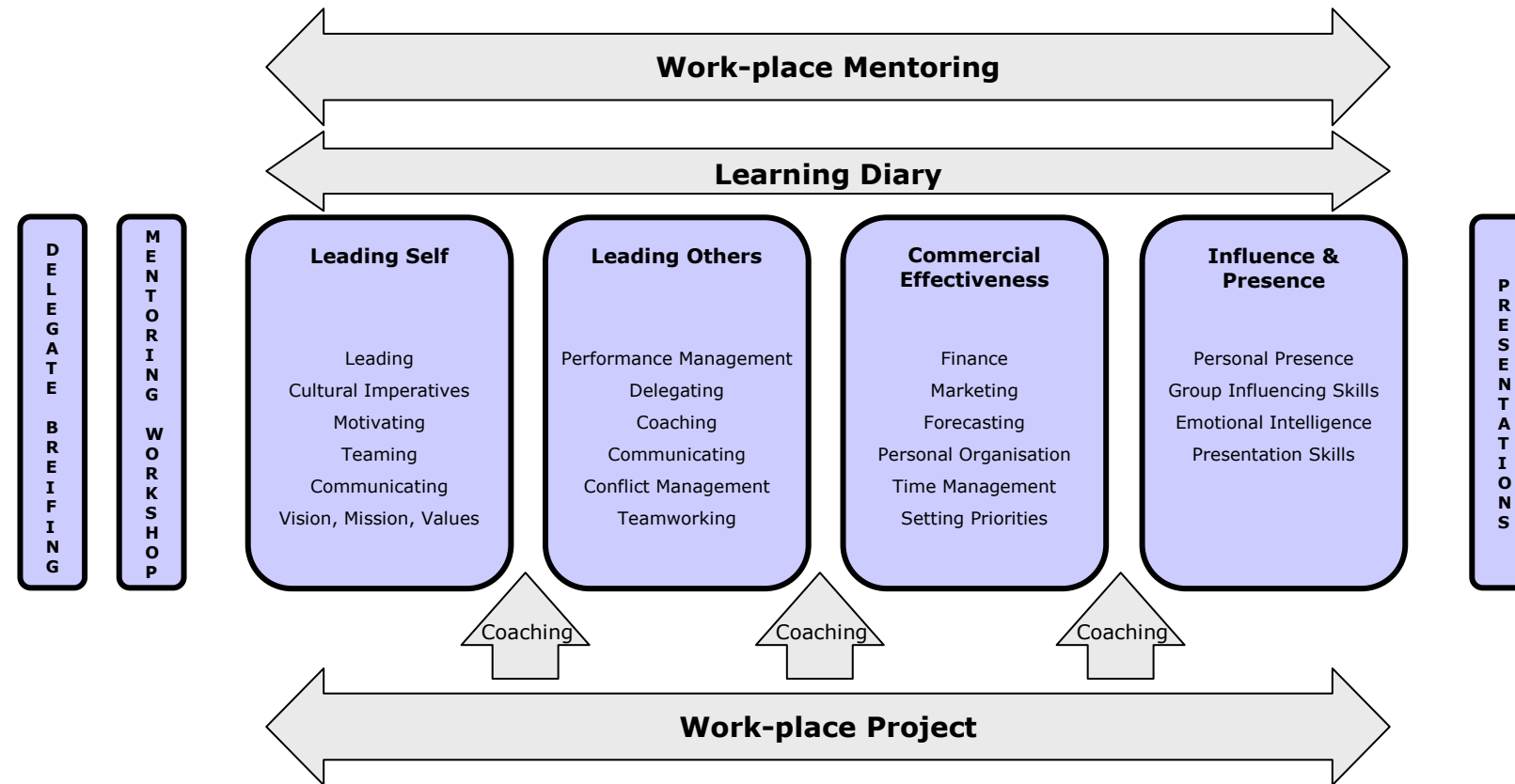
The exact design and content of each programme is unique to every organisation. By engaging in a comprehensive needs analysis. R&A consultants are able to design a programme that exactly matches the needs of

the organisation and specify the means by which programme success is measured.

R&A provides delegate and manager briefings. The purpose of these is to ensure that delegates and managers have a clear understanding of the programme structure. The expectations on the participants are clarified in terms of time, effort and the expected value and contribution of the project.

In-house mentoring is another powerful tool for facilitating the development of leadership and management talent. R&A provide an introductory mentor briefing and more comprehensive mentor training. Mentors are identified for each delegate at the outset of the programme. These are senior managers within the organisation. Mentors would meet with delegates one or twice a month with telephone contact in between.

The number of training modules is scalable, depending on the results of the needs analysis. A representative programme would consist of 4 modules and could include the following:



"Without inspiration, passion and motivation only process exists. When people are squeezed they get smaller."

Module 1

Leading & Managing Self

Largely an experiential programme, which increases delegates' capabilities via real-life opportunities: to lead, to develop trust, to accept challenges, to motivate and to work in teams. We provide opportunities for participants to analyse their own leadership style and experience the style of others.

The two days will be long and full of learning, excitement, energy and fun. Those present engage in specifically designed outdoor and indoor exercises that will challenge their thinking and develop their personal skills. They will be asked to explore outside of their comfort zone and as a result will experience deep learning, skills development and personal growth.

Participants cover:

- Leading and motivating
- Teaming
- Communicating
- Vision, Mission and Values

Module 2

Leading & Managing Others

A classroom based module that focuses on 'high performance management' as an ongoing activity. Delegates learn through explanation, demonstration, practice and feedback. The emphasis is on practice, practice and more practice to ensure that learning moves from intellectual understanding to spontaneous action and everyday behaviour.

Participants learn:

- High performance management
- Delegating
- Coaching
- Communicating
- Conflict management
- Team-working
- Feedback

"If you want to influence your boss, your colleagues or your clients you need to be congruent."

Karen Stone
Executive Woman