

Proposal for Leadership Development Training

(Supported by a grant from the Skills Funding Agency brokered by Business and Enterprise Group)

Objective

To provide the leader or leaders of an organisation knowledge and development in strategy, business theory and practice that will help them achieve theirs and their organization's goals. The activity will cover: strategy, effective communication, personal productivity, effective delegation, techniques to genuinely empower the team, effective meetings, recruiting and developing the right team, objective setting and developing a culture which supports high performance teams.

Proposal

- To provide 35 hours leadership training and development spread over approximately a 12 month period.
- This equates to a total spend of £2000 plus VAT at £60 per hour plus VAT.
- You are able to claim £1000 from Business and Enterprise Group and the VAT in the usual way.
- The meetings would be approximately 3 hours long but can be shorter or longer to suit.
- It is proposed that we meet once per month. However, this is flexible.
- The meeting format is flexible in order to cope with your current challenges.
- Depending on your needs at the time, I can provide: theory, tried and tested models, experience of how others solve problems, diagnostic tools, network of contacts, a listening ear and of course the odd push in order to get actions completed.
- The first meeting will determine the initial focus. However, this usually starts with understanding what you or your organization needs to achieve, where you are now and what help you need to get to where you need to be.
- The meeting structure will generally follow a similar process:
 - Review progress of actions from the previous meeting.
 - Review & discuss current challenges or challenges arising from previously identified actions.
 - Throughout the meeting agree subsequent actions. These are hand written and then at the end of the meeting photocopied so that they are immediately available to you for action.
- The underlying goal throughout the meetings is to increase your knowledge and application of proven business tools and techniques so that once learnt they will form part of your management toolkit.

Action

Please call **Peter Dickinson** on **0845 053 7417** to arrange for an initial visit to discuss your requirements and to explain the grant process at no cost or obligation.