



PLGA Ltd

Management and Training Consultancy



Organisational Leadership and Change Capability

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1 Day Workshop

Time

9:00 AM to 5:00 PM with a 45 minute break for lunch

Purpose

The purpose of this workshop is to give participants new insight and specific tools for incorporating new thinking on leading and following. The workshop content is focused on leadership characteristics and behaviours, their impact on the working team and peers, the need to change and how leadership has evolved over time, its relationship to business planning and achievement of the business plan, examination of own leadership style and how to make improvements to ensure business success.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Identify the characteristics of an effective leader.
- Identify own personal leadership style and the importance of switching styles to accommodate individual differences.
- Describe how leadership has evolved over time.
- Explain the importance of empowerment in the organisational setting.
- Describe the importance of a shared vision to organizational development.
- Have some actions to develop their own leadership strengths, based on feedback from colleagues on their leadership style.
- Identify methods of motivating individuals and describe how to give and receive feedback
- Identify development activities an individual could undertake.

Suitable for:

Managers, Professionals and Support people who need to improve their capability in managing themselves and working with people. All people who wish to improve their leadership skills and how they give and receive feedback.

Prerequisites:

Participants need to be clear about what they specifically want to achieve and how it will improve their effectiveness. A willingness to openly participate in a safe environment is essential.

3 Day Workshop

Time

9:00 AM to 4.30 PM with a 45 minute break for lunch

Purpose

This workshop is designed to enable participants to improve their personal effectiveness, understand how a team works, the different team roles and stages of team formation and ways to improve team working. It is highly participative, very practical and uses exercises for guided reflection. The syndicate working simulates situations for practice and provides opportunities to receive peer and tutor feedback, on skills and behaviour used.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Relate the learning of this workshop to their own individual work team
- State the benefits of effective team working
- Demonstrate an understanding of the link between teams, team building and clear leadership
- Identify their own preferred leadership style and select the appropriate leadership style for given situations
- Identify own Belbin's team roles and which ones would be most effective in given situations
- Identify the different learning styles and select which style benefits most / least in given situations
- Identify development activities an individual could undertake and state how coaching could benefit the team
- State the purpose of giving feedback and how to do this effectively.

Suitable for:

Managers at all levels who wish to improve their understanding of teams, the importance of effective team working and how to change a team's effectiveness. It would be useful to be able to practice the learning points after the course closure.

Prerequisites:

Participants need to be clear about what they specifically want to achieve and how it will improve their effectiveness. A willingness to openly participate in a safe environment is essential. An appreciation of basic management would be useful.

Time

9:00 AM to 4.30 PM with a 45 minute break for lunch

Purpose

Successful organisations recognise the need to inject fresh thinking and talent on a regular basis, into their teams and do this pro actively. They incorporate ways to understand the needs of these incoming high achievers and build in programmes to engage and challenge them, satisfying their need for growth, stimulation and direction.

Organisational success is underpinned by individuals and teams having a shared understanding of what is expected of them, and having the drive, motivation and resources to achieve objectives. Leaders and managers need to create an atmosphere and culture where high achievers flourish and where all employees are motivated to succeed.

This course will take participants through an exploration of factors involved in managing high performance teams, leading them to success and creating the foundations for developing them to be self sustaining.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Understand different styles of leadership - identifying and developing one that brings out the best in you and your team
- Appreciate team dynamics - learning to harness talent, build trust, and strengthen and reinforce positive behaviours in your team
- Incorporate factors in developing individuals into high performance teams
- Create and communicate a vision of their team's purpose and direction
- Understand team roles and how they relate to each other
- Develop personal impact and power networks - power bases as a leader and how to use them
- Improve global communication - listening, feedback and influencing skills
- Incorporate techniques for understanding and resolving conflict
- Embed best practice for effective problem-solving and decision-making
- Use coaching to maximise performance
- Use action planning to put learning into practice

Suitable for:

Managers at all levels who wish to improve their understanding of teams, the importance of leading a team to work effectively and how to change a team's effectiveness. It would be useful to be able to practice the learning points after the course closure.

Prerequisites:

Participants need to be clear about what they specifically want to achieve and how it will improve their effectiveness. A willingness to openly participate in a safe environment is essential. An appreciation of basic management would be useful.

1 Day Workshop

Time

9:00 AM to 5:00 PM with a 45 minute break for lunch

Purpose

Change is now seen as a fact of life but how to manage it effectively is not. Using our proven training, coaching and facilitation techniques, we help to embed and understanding of key change principles, and the skills and techniques needed to manage it.

This workshop will develop an understanding of the change process and its different phases, the impact of change on the change subject, how to help them through the change and develop a plan to deliver the change effectively.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Understand key factors of change and list the ingredients needed to create an environment of achievement;
- Recognise the roles of different players in the Change Framework
- Describe the issues faced by teams/individuals during change and discuss strategies to overcome them;
- Build motivation and commitment for change through handling people and communications
- Describe how to gain commitment to change and develop support mechanisms;
- Outline a process for managing and delivering effective change.

Suitable for:

People at all levels who wish to improve their understanding of change management and ways to manage change. It would be useful to be able to practice the learning points after the course closure.

Prerequisites:

A willingness to openly participate in a safe environment is essential. An appreciation of basic management would be useful.

1 Day

Time

9:00 AM to 5.00 PM each day, with a 45 minute break for lunch.

Purpose

The purpose of this workshop is to give participants an insight into the project environment, the structure of the PRINCE2™ method, areas to consider in its application and actions to take away. The workshop is interactive, incorporates some exercises and buzz group sessions and facilitated peer and tutor feedback. Care is taken to embed a conducive learning environment which is non threatening and nurturing.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Discuss the principles of the PRINCE2™ methodology
- Examine key features of PRINCE2™, its processes, components and techniques

Suitable for:

All staff who wish to add a knowledge of PRINCE2™ to their knowledge set prior to working on projects.

Prerequisites:

An understanding of project management principles is recommended.



3 Day Workshop

Time

9:00 AM to 5:30 PM with a 45 minute break for lunch

Purpose

The purpose of this workshop is to give participants new insight, application and specific tools for managing Projects using PRINCE2™. The workshop is interactive, incorporates some action learning exercises, buzz group sessions, formal application of PRINCE2™ learning points and facilitated peer and tutor feedback. Care is taken to embed a conducive learning environment which is non threatening and nurturing.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Understand the position of PRINCE2™ within Business Change and Change Management
- Apply PRINCE2™ tools and techniques
- Understand the basics of a feasibility study and a project brief
- The elements of a Business Case and state the project files that comprise the PID
- Apply PRINCE2™ processes and sub processes to projects.
- Conduct a Risk Analysis (Identification, Assessment and Evaluation Programme of risks)
- Appreciate the stakeholder perspective
- Manage change in the project through effective Change Control
- Tune PRINCE2™ to suit the project.

Suitable for

Project Managers, Senior Project Managers, Programme Managers, Project Sponsors and anyone involved in project management, who wish to learn how to use PRINCE2™ to help them achieve their objectives. This workshop will provide the specialist and technical knowledge to be able to credibly take the Foundation exam.

Additionally it can give a good grounding to those who would like to progress to the PRINCE2™ Practitioner Certification.

Prerequisites

An understanding of project management principles is recommended and the facility to put this learning into practice on live projects will be highly beneficial.

PRINCE2™ is the trade mark of the Office of Government Commerce. All PRINCE2™ Foundation and Practitioner courses are provided with Raj Khanna Associates Limited.

2 Day Workshop

Time

9:00 AM to 5:30 PM with a 45 minute break for lunch

Purpose

The purpose of this workshop is to give participants new insight, application and specific tools for managing Projects using PRINCE2™. The workshop is interactive, incorporates formal application of PRINCE2™ learning points through use of case studies, past exam papers and tutor feedback. Care is taken to embed a conducive learning environment which is non threatening and nurturing.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Examine and specify technical and management products
- Apply critical Project Management thinking to sample case studies
- Apply PRINCE2™ processes and sub processes to projects.
- Take the PRINCE2™ Practitioners exam.

Suitable for

Project Managers, Senior Project Managers, Programme Managers, Project Sponsors and anyone involved in project management, who wish to learn how to use PRINCE2™ to help them achieve their objectives. Additionally this workshop can provide a progression to the PRINCE2™ Management of Risk and Managing Successful Programmes workshops.

Prerequisites

Prior attendance on the PRINCE2™ Foundation workshop is essential and the facility to put this learning gained on this workshop, into practice on live projects, will be highly beneficial.

Please Note – where the Foundation 3 days and Practitioner 2 days are taken together in one week, this is normally called the PRINCE2™ Combined Foundation and Practitioner course.

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1 Day Workshop

Time

9:00 AM to 5:00 PM with a 45 minute break for lunch

Purpose

The purpose of this workshop is to give participants new insight, application and specific tools for implementing Projects. The workshop is interactive, incorporates buzz group sessions, application of Project Management tools and techniques and facilitated peer and tutor feedback. Care is taken to embed a conducive learning environment which is non threatening and nurturing.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Demonstrate an understanding of the need for robust Project Management techniques
- Describe the Project Management tools and techniques
- Describe their application into the workplace
- Develop relevant Project documentation
- Enhance communication within projects
- Understand the importance of effective teamwork within a project environment

Suitable for

Project Managers, Project Team Members and others involved in delivering projects who wish to learn how to use Project Management Tools and Techniques to help them achieve their objectives.

Prerequisites

An understanding of project management principles is recommended.



2 Day Workshop

Time

9:00 AM to 5:00 PM with a 45 minute break for lunch

Purpose

Focused very firmly in the Further and Higher Education context this workshop aims to give participants new insight, application and specific tools for implementing Projects. The workshop is interactive, involving participants in discussing topical strategic change, its impact on their own situations and how to apply Project Management tools and techniques to delivery them successfully.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Identify key stakeholders and influencers and strategies to engage them effectively
- Structure the reasons and justification for undertaking their project
- Build in appropriate and relevant monitoring and reporting mechanisms
- Establish key decision points and understand how to engage power brokers
- Develop a project structure that all team players can sign up to
- Appreciate how to manage internal and external suppliers for project success
- Access tools for reporting and communication of succinct information
- Consider how to manage change effectively in their project

Suitable for

Project Managers and anyone involved in project managing changes to internal structures and systems, in this burgeoning and increasingly more important sector.

Prerequisites

An understanding of project management principles and knowledge of topical issues in the Education Sector, is recommended.

2 Day Workshop

Time

9:00 AM to 5:00 PM with a 45 minute break for lunch

Purpose

With the ever increasing degree of change seen in all areas of working life, people of all levels are now required to scope, develop and manage projects as part of their jobs, often without being given the training for it. They need to incorporate new tools, technical knowledge and ways of working if they are to do this successfully – this workshop provides this and helps participants to be able to participate in, lead and manage projects more effectively. The trainer will guide participants through a series of case studies, provide practical instruction and feedback, and help to review your current projects.

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Set objectives, establish milestones and success criteria and their timescales
- Understand the project life cycle and its 10 steps
- Structure the reasons and justification for undertaking their project
- Build in appropriate and relevant monitoring and reporting mechanisms
- Establish key decision points and understand what information will underpin these decisions
- Use techniques to delegate work and chase its progress
- Develop a project structure that all team players can sign up to
- Appreciate how to manage internal and external suppliers for project success
- Access tools for reporting and communication for project success
- Consider how to manage change effectively in their project
- Evaluate and review the project whilst ensuring an orderly closure
- Understand the purpose of benefits and when and how to measure their realisation

Suitable for

Project Managers and anyone involved in project managing change to internal structures and systems, who manage complex projects with or for external clients, and those who lead more routine projects.

Prerequisites

An understanding of project management principles is recommended.



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