



GECKO



Leadership & Management

New funding for Leadership and Management Development

Develop yourself – and develop your enterprise

Through the Leadership and Management Advisory Service, funded by the Skills Funding Agency, senior leaders of businesses and social enterprises have a great opportunity to develop their leadership and management skills.

As one of the Providers, Gecko Programmes now delivers to this service in the East and West Midlands. Gecko Programmes offer is a blend of distance learning materials that are supported by coaching and mentoring.

Gecko Programmes has a suite of learning opportunities that target leadership and management, matching these impacts:

Further developing an effective personal style – such as developing communication and presentation skills, developing a vision and mission, management style, inspirational leadership

Creating an effective business culture – such as managing difficult people and conflict resolution, building a senior team, encouraging team working, managing change, encouraging creativity

Planning and developing your business and teams within it – such as team building, people management, people processes and performance management, developing structures, roles and responsibilities

Building high performance across your business – such as motivation skills, staff development, coaching skills, developing performance measures and managing people within a performance framework.

Whatever you choose, there is a funding requirement that the learning matches **at least one** of these.

We offer a blend of flexible e-learning that is supported by coaching and mentoring. The units can be chosen from an extensive suite of e-learning, be coached by experts in the subject, and your whole package is supported by a mentor to work with you to use the new knowledge and techniques to have an immediate impact on your enterprise, and plan the future impacts.

This package is:

- tailored to your needs – you choose exactly what you need
- completed when you have the time – there is no time taken away from the workplace
- supported pound for pound – up to £1000 of tax-free grant
- and you have chosen it to develop your enterprise

You are the driver

As this programme has the components of flexible learning, coaching and mentoring, this will enable you to choose the content, style and timeline that is most appropriate to yourself and your enterprise. Often the role of coach and mentor will be provided by the same consultant, except when the chosen learning package requires expertise from more than one coach.

The funding deal

Up to **£1000 in grant funding** may be available to help you, the business leader, pay for training to grow your enterprise

The Leadership and Management Advisory Service will provide up to £1000 to a SME or social enterprise meeting certain eligibility criteria. Funding must be matched on a pound for pound basis and must be deployed to support the Leadership and Management skills of the MD or a senior manager.

Organisations in scope for the service are either private sector businesses or social enterprises which employ fewer than 250 full time employees and have at least one employee in addition to the eligible beneficiary.

Eligible organisations must be able to demonstrate the potential for high or fast growth via an increase in turnover or employee numbers.

Up to £1,000 in grant funding is available to help pay for the training solution. This grant will pay for 50% of the fees excluding VAT up to the maximum amount of £1,000.

For example:

- If the training programme costs £1,000 + VAT, you can claim back £500.
- If the training programme costs £2,500 + VAT, you can claim back £1000.

The application

Download and complete the **Application Form**. If you need any assistance in completing the form, the Gecko Programmes team, are happy to help. Please call the Work and Skills Team on **01902 837434**.

You will then be contacted by an Advisor who will help you to identify your personal development needs and provide you with a tailored solution to develop the required leadership and management skills.

Then the delivery arrangements will be put in place – access to the e-learning packages and the appointment of a coach/mentor, for you to start when you can. Simple!

You can visit the [Gecko Programmes website](#) for full details of the learning opportunities. You can download both a copy of the Application Form and this Brochure from our website.

For full details of the eligibility and funding requirements, please visit the [EMB website](#).

➔ **Moving from Management to Leadership**

- Recognizing a Leader
- The Communication of a Shared Vision
- Leading by Enabling
- Communication and Leadership
- Coaching Performance
- Leadership and Change
- The Model Leader
- Moving from Management to Leadership Simulation
- Growing from Management into Leadership Simulation

➔ **Leadership Essentials**

- Leadership Essentials: Motivating Employees
- Leadership Essentials: Communicating Vision
- Leadership Essentials: Building Your Influence as a Leader
- Leadership Essentials: Leading with Emotional Intelligence
- Leadership Essentials: Leading Business Execution
- Leadership Essentials: Leading Innovation
- Leadership Essentials: Leading Change
- Leadership Essentials: Creating Your Own Leadership Development Plan
- Motivating Employees and Leading Change Simulation
- Communicating a Shared Vision
- Leading Teams through Change
- Knowing When to Take Leadership Risks
- Wanted Innovation Leaders
- Leading Change
- Leader as Motivator
- Leading Innovation
- The Emotionally Intelligent Leader
- Motivating Human Behaviour

➔ **Leadership & Strategy**

- Thinking Strategically
- Sustaining Competitive Advantage
- The Imperatives of Innovation and Leadership in Strategy
- Planning and Implementing a Business Strategy
- Moving from an Operational Manager to a Strategic Thinker Simulation
- Leading Outside the Organisation
- Effective Critical Analysis of Business Reports
- Returning to Core Competencies
- External Consultants Can Help

➔ **Succession Planning for Business Environment**

- Succession Planning Overview
- Succession Planning Strategies
- Succession Planning and Human Resources
- Succession Planning Management
- Initiating a Succession Plan Simulation
- Implementing a Succession Plan Simulation
- Succession Planning
- Succession Planning and Management Programs

➔ **Effective Delegation**

- The Basics of Delegation
- Delegation: the Personal Approach
- Managing Delegation
- Delegating Effectively Simulation
- Developing Employees through Delegation
- Delegating Appropriate Tasks

➔ **Effective Use of Feedback for Business**

- An Essential Guide to Giving Feedback
- Coping with Criticism and Feedback
- Giving Feedback to Colleagues
- Team Feedback: A guide
- Giving Feedback: A Manager's Guide
- Effective Feedback for Employees and Colleagues Simulation
- Effective Use of Feedback for Teams Simulation
- Criticism in Context
- Giving Appropriate Feedback

➔ **Problem Performance Management**

- Problem Performance Prevention
- Problem Performance Identification
- Problem Performance Improvement
- Addressing Problem Performance
- Avoiding Problem Performance Simulation
- Dealing with Problem Performance Simulation
- Underperforming Employee Now What
- Managing Performance

➔ **The Essentials of Mentoring**

- Effective Mentoring
- The Mentoring Manager
- Implementing a Mentoring Program for the Organisation
- Mentoring Strategies for the 21st Century
- Achieving Success: the Help of a Mentor
- Mentoring On line
- The Essentials of Mentoring Simulation

➔ **Coaching with Confidence**

- Business Coaching
- Successfully Coaching Relationships
- The Key Stages of Coaching
- The Coaching Skillset
- Emotions, Mindsets and Coaching
- Trends in Coaching
- Coaching with Confidence Simulation
- Coaching Teams and Personalities Simulation

➔ **Interpersonal Communication**

- Interpersonal Communication: Communicating with Confidence
- Interpersonal Communication: Targeting Your Message
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Communicating Assertively
- Interpersonal Communication: Being Approachable

➔ **Negotiation essentials**

- Negotiation Essentials: What Is Negotiation
- Negotiation Essentials: Planning for Negotiation
- Negotiation Essentials: Communicating
- Negotiation Essentials: Persuading
- Negotiation Essentials: Avoiding Pitfalls in Negotiations

➔ **Building Improved Work Relationships**

- Building Effective Interfunctional Relationships
- Effective Intercultural Relationships
- Building Effective Relationships Between Men and Women
- Working Effectively with Customers
- Effective Relationships with Business Partners
- Building Improved Work Relationships Simulation

➔ **Getting the Results You Want: Negotiating to Win**

- Crafting Deals
- Connecting and Communicating
- The Process of Negotiation
- The Dynamics of Interacting
- Negotiating Inclusively
- What to Do When the Going Gets Tough
- Mastering Negotiation
- Winning Negotiation Simulation
- Effective Body Language in Negotiations
- Location Does Matter

➔ **Managing Organisational Change**

- Managing Change: Understanding Change
- Managing Change: Building Positive Support for Change
- Managing Change: Dealing with Resistance to Change
- Managing Change: Sustaining Organisational Change
- Communicating Properly during Layoffs

➔ **Take Control of Your Time by Working More Effectively**

- Your Time and You
- Techniques for Improved Time Management
- Developing Excellent Time Management Habits
- Taking Control of Your Time Simulation
- Planning for Interruptions Helps with Procrastination
- Setting and Managing Priorities
- Prioritizing Personal and Professional Responsibilities
- Coping with Information Overload

➔ **Decision making and Problem solving for Business**

- The Fundamentals of Effective Thinking
- Problem Framing
- Problem Solving: Generating Alternatives
- Making Decisions Dynamically
- Decision Making: Implementation and Evaluation
- Group Problem Solving and Decision Making

➔ **Leading Teams**

- Leading Teams: Launching a Successful Team
- Leading Teams: Establishing Goals, Roles, and Guidelines
- Leading Teams: Developing the Team and its Culture
- Leading Teams: Building Trust and Commitment
- Leading Teams: Fostering Effective Communication and Collaboration
- Leading Teams: Motivating and Optimizing Performance
- Leading Teams: Dealing with Conflict
- Leading Teams: Managing Virtual Teams
- Building Trust Incrementally
- Inspiring your Team
- Support Your Leader
- Choosing the Right Team Culture
- Managing Communications in a Virtual Team
- Developing Self Sufficient Teams

➔ **360 Degree Performance Appraisal**

- About 360 Degree Performance Feedback
- Elements of a 360 degree Performance Review
- Delivering 360 Degree Performance Feedback
- 360 Degree Performance Appraisal Simulation

➔ **Recruiting and Retention Strategies**

- Recruiting Talent
- Retaining Your Talent Pool
- Creating a High Retention Organisational Culture Simulation
- Aligning Recruitment to Job Requirements
- Fringe Benefits: Maintaining a Competitive Hiring Advantage
- Employer Branding
- Surviving the Talent Crunch
- Addressing Attrition in High Performance Teams
- Preventing High Turnover Rates: How to Keep the Best

➔ **Effective Hiring and Interviewing**

- What to Consider When Hiring
- Interviewing Effectively
- Choosing the Best Applicant
- Effective Hiring and Interviewing Simulation
- Screening Applicants for Emotional Intelligence
- Hiring Strategic Thinkers
- Guarding against Interviewing Biases

