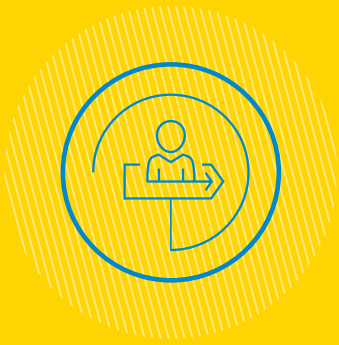


# Leadership Development Programme





# Introducing our Leadership Development Programme

A startling fact is that 57% of people join great organisations but leave poor leaders and 37% reported that they have considered leaving because of their manager, according to a 2024 study.

As a leading HR managed services company, we see this happen regularly. However, we at People Matters HR firmly believe that this is because people are not taught how to be leaders.

Many people are accidental managers, they are good at their role and then they are promoted to a leadership role and not given support or training.

The outcome is that they are uncomfortable in their role and that leads to disengagement with their team members, which leads to deterioration in performance and relationships and therefore increases employee turnover. This leads to recruiting costs which is an average of £3000, onboarding, induction, training time & costs and the time it takes to become fully competent at the role, which can take months.

By ensuring your leaders and potential leaders, fully understand their role and learn to manage people and become leaders this reduces the risk significantly.

This is a practical leadership development programme. After each workshop, delegates are asked to take what they have learned and develop these into practical action points to implement and develop their people and organisation. This is peer reviewed at the start of the next workshop.

**If you are investing in the development of your leadership team, I would highly recommend speaking to People Matters HR.**

Stuart Revall, Managing Director,  
The TruNet Group

## Preparation:

Before the first module you will be asked to complete two 'Lumina' psychological profile questionnaires. Lumina Spark provides you with a greater enlightening insight into yourselves, your strengths and how you work and communicate with others.

In addition to this you will complete, a 'Lumina Leader' questionnaire. This gives you a detailed insight into your leadership style, how you react under pressure, your leadership strengths and the areas that you can develop.

# 01

FULL DAY

## Workshop 1: Leadership

This workshop helps you to understand yourself and your organisation more and how to understand different leadership styles, so that you can engage with your people and be an effective and authentic leader.

- ▮ The concepts that drive business
- ▮ Leadership v Management
- ▮ Leadership Styles
- ▮ No problems only solutions
- ▮ Decision making

# 02

## Workshop 2: Knowing Yourself

A leading Occupational Psychologist reviews and provides feedback about the Lumina Spark psychometric tests completed before the program, so that you gain a better understanding about the way you interact with others. Giving you greater insight into the way you lead.

# 03

HALF DAY

## Workshop 3: Team Leadership

This workshop the previous session in understanding yourself and how your behaviour and the way you communicate impacts on your team members. The session then builds on the concepts that drive business to bring your team members together, operate better within their team and work better with others to improve the performance of the business as a whole.

- ▮ Being an Authentic Leader
- ▮ Communication
- ▮ Diversity
- ▮ Leading Teams
- ▮ Silo Mentality
- ▮ Wellbeing

# 04

HALF DAY

## Workshop 4: Leading Change

This workshop explores your organisations readiness to change, and how you as the leader consults and communicates the changes to your people to engage and get buy-in, helping to bring about successful change.

- ▮ What is change?
- ▮ Readiness for change
- ▮ Change Leadership
- ▮ Overcoming Barriers

# 05

HALF DAY

## Workshop 5: Employment Law Quiz & Time Management

These workshops provide an overview of current employment law and ACAS codes of practice and the implications for leaders and the organisation if the correct process is not followed. We also look at how leaders can manage their time more effectively and how this benefits their people and the team.

- ▮ Employment Law Quiz
- ▮ The Eisenhower Principle – Urgent v Important
- ▮ Beware of Monkeys – Delegate
- ▮ Time management tips

06

HALF DAY

## Workshop 6: Managing People Issues

This is a practical workshop looking at a variety of situations that leaders face and how they should deal with them constructively, as a reasonable employer, within employment law and policy.

- 🕒 Nipping things in the bud
- 🕒 Managing under performance
- 🕒 Giving feedback
- 🕒 Managing absence
- 🕒 Capability
- 🕒 Investigations
- 🕒 Discipline
- 🕒 Grievance
- 🕒 Hearings

07

HALF DAY

## Workshop 7: Performance Appraisals

This session is all about improving the performance of team members by exchanging honest feedback and agreeing individual goals, which are linked to the company's objectives. By ensuring that everyone is engaged in delivering the vision, mission, values and business plan, the individual and the company's performance will improve across the board.

- 🕒 Options for managing performance
- 🕒 The basics
- 🕒 Preparation
- 🕒 Feedback
- 🕒 Objective setting
- 🕒 After the appraisal

08

HALF DAY

## Workshop 8: Recruiting

Knowing the importance of recruiting and interviewing professionally and within employment law and ACAS guidelines, will improve the company's performance and the retention of valued employees.

- 🕒 A cost or an investment
- 🕒 Job analysis
- 🕒 Job Description and Person Specifications
- 🕒 Shortlisting
- 🕒 Effective interviewing
- 🕒 Making the decision
- 🕒 Pre-employment checks
- 🕒 Induction/managing probation

## Executive Coaching

Following the program of workshops, every delegate is provided with three hours of executive coaching sessions to underpin the learning and embed it into the way you lead and develop your people. With the goal of improving their engagement and the performance of the business.

HALF DAY

## Follow up: Progress review

(3 months after workshop 8)

Three months after the core programme, the delegates come back together to discuss how they have implemented the learning outcomes in their workplace. This peer review will generate further learning opportunities and an action plan setting out the next steps in improving employee engagement and performance.



This programme has definitely made a positive impact on our company from the short time we have been implementing the ideas. ”

Michael Harrison, Service Manager,  
Copy Print Services



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