



**ALAN HESTER**  
ASSOCIATES LIMITED

*Helping you grow through training excellence*



## Management training for Berkshire employers

Training is:

**FREE\* TO LOCAL ORGANISATIONS  
EMPLOYING LESS THAN 250 STAFF**

**NATIONALLY ACCREDITED BY THE  
INSTITUTE OF LEADERSHIP AND  
MANAGEMENT (ILM)**

**LOCALLY DELIVERED BY  
EXPERIENCED TRAINERS THROUGH  
PRACTICAL WORKSHOPS AND  
DELEGATE SUPPORT**

### Who are the courses for?

Courses are available for junior and middle managers, as well as for more senior roles.

They are a unique opportunity to gain valuable experience and qualifications in management. You will come away with increased confidence and greater understanding of the management role, together with the knowledge that you can make a real difference both to your team's and to your organisation's performance.

### What do we get from the programme?

Each course is supported by three one-day workshops, delivered locally by a leadership expert. These are practical and interactive, with plenty of opportunity to discuss, question, share experiences and learn as a group. You also get continuing support and advice as you complete your assignments.

### What does it cost my organisation?

Training is **FREE** to eligible companies

All you pay is a single payment to register each learner with the Institute of Leadership & Management. This is £110 for Level 3 (middle management) and £129 for Level 4 (senior management)

All workshops, learning material and assessment costs are paid for by the programme

### Feedback from our learners

*"Jargon-free, real and hugely useful"*

*"Excellent delivery – the trainer really knew his stuff"*

*"I feel so much more confident now. I can talk to my team like a manager and know that I am entitled to. It's made such a difference"*

### Who provides the funding?

Your qualification is funded by the European Social Fund and the Thames Valley LEP (Local Enterprise partnership) and managed by East Berkshire College and the ESFA. Alan Hester Associates is a delivery partner for the Skills for the Workforce project.

### About Alan Hester Associates Limited

Alan Hester is an international author who has been training leaders at all levels for more than fifteen years. His passion is to enable you to become the best you can be, to actively enjoy this challenging and at times frustrating role, and to get great results for your team and company by **managing yourself and others effectively**. This is a rare opportunity to join one of his open courses, free of charge.

**TO APPLY FOR YOUR FREE PLACE PHONE 07970 522760 OR EMAIL [alan@alanhester.co.uk](mailto:alan@alanhester.co.uk)**



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### **Outline programme content**

Our approach is to work with you to find out what your issues and interests are and leave you with a wealth of practical and effective tools and techniques to apply straight away.

You will complete five short assignments drawn from the following topics. With your commitment, you will achieve your nationally recognised management qualification within 3 – 6 months

#### **ILM Level 3 Certificate in Management**

##### **Day One: Understanding the manager's role**

- ✓ Establishing standards, expectations and boundaries
- ✓ Leadership styles and approaches
- ✓ Managing and developing teams The differences between successful and unsuccessful teams
- ✓ The key tasks of a manager or team leader

##### **Day Two: Managing Yourself & Others**

- ✓ Time management for managers
- ✓ Objective setting and delegation skills
- ✓ Management communication
- ✓ Motivation and working relationships
- ✓ Handling conflict and difficult people

##### **Day Three: Managing performance**

- ✓ Balancing task, individual and team
- ✓ Monitoring performance and providing feedback
- ✓ Managing learning and development
- ✓ Running effective meetings
- ✓ Continuous improvement

#### **ILM Level 4 Certificate in Leadership & Management**

##### **Day One: Effective Leadership and Management in Organisations**

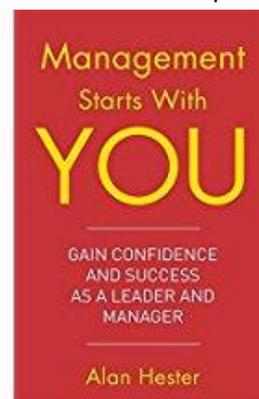
- ✓ Establishing standards, expectations and boundaries
- ✓ Leadership styles and approaches
- ✓ Establishing organisational and team culture
- ✓ Leadership theory and how to transform your team's performance

##### **Day Two: Managing Yourself & Others**

- ✓ Time management for managers and leaders
- ✓ Objective setting and delegation skills
- ✓ Strategic decision-making and planning
- ✓ Providing direction, drive and support

##### **Day Three: Managing change, leading projects and measuring success**

- ✓ Managing change and unpredictability
- ✓ Balancing task, individual and team
- ✓ Monitoring performance and providing feedback
- ✓ Continuous improvement



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