



BPP Professional Development 2017 Management Development Programme

Programme Guide

Course Title	Date	Outline	Cost
The Role of the Manager	16 February, 16.30 – 18.30	<ul style="list-style-type: none"> Management is about knowing what needs to be done, then getting results through other people This course will discuss the key characteristics, attitudes and behaviours necessary to become a successful and respected manager who acts as a powerful role model in leading their team 	£99.00
Motivating and Engaging your Team	4 April, 16.30 – 18.30	<ul style="list-style-type: none"> Motivating people to go the extra mile, willingly, is the key to any successful people management role During this session delegates will discuss the theories behind motivation and discover practical techniques to unlock individual motivators to greatly improve the performance, productivity and satisfaction of team members 	£99.00
Effective Delegation	8 May, 16.30 – 18.30	<ul style="list-style-type: none"> A successful manager knows that effective delegation is essential to their own productivity at the same time as developing and motivating their team to achieve their full potential. Done well it creates empowered teams, trusted to deliver beyond expectations Learn how to identify and overcome your personal barriers to delegation then follow a simple process to master this fundamental management skill 	£99.00
Conducting an Appraisal	5 June, 16.30 – 18.30	<ul style="list-style-type: none"> Successful organisations require effective people, with clear objectives aligned to organisational goals. This requires effective performance management During this course delegates will develop and practice the essential skills required to conduct a constructive appraisal in the context of performance management 	£99.00
Creating an Exceptional Team	14 June, 16.30 – 18.30	<ul style="list-style-type: none"> Teams form building blocks of organisations to deliver competitive advantage. However, in order to do so managers need to define a common goal, understand how people want to work together and the behaviours required to develop better team performance This session will focus on the diverse roles required to build a successful team and how to develop the team into a harmonious unit 	£99.00
Managing pressure in your team	20 July, 16.30 – 18.30	<ul style="list-style-type: none"> Pressure can bring out the best in people, but stress has become the number one cause of long-term absence from work Delegates will recognise the signs and symptoms of stress in themselves and others. They will then look at coping strategies and more proactive techniques to prevent pressure building into stress 	£99.00

The Emotionally Intelligent Manager	13 September, 16.30 – 18.30	<ul style="list-style-type: none"> Emotional intelligence is the ability to recognise your emotions, understand what they're telling you, and realise how your emotions affect the people around you Emotional intelligence also involves your perception of others. When you understand how others feel, it allows you to manage your relationships with them more effectively This course looks at the five key components of emotional intelligence and practical applications in the workplace to enhance both your personal and interpersonal effectiveness 	£99.00
Dealing with Difficult Situations	31 October, 16.30 – 18.30	<ul style="list-style-type: none"> Managers are frequently faced with difficult situations, yet a lack of knowledge and confidence required to tackle them, means they are often left to fester and escalate This session will look at what situations are difficult, then how to discover and address the true cause in order to bring them to a successful resolution 	£99.00
Coaching to Develop your Team	13 November, 16.30 – 18.30	<ul style="list-style-type: none"> Coaching helps others to 'unlock' their full potential and thereby maximise their performance. A coach does not provide answers to problems, but works with their staff to facilitate and enable them to formulate their own ideas and solutions This course will provide you with the tools and skills needed to achieve this 	£99.00
Leading Change Successfully	7 December, 16.30 – 18.30	<ul style="list-style-type: none"> Organisational change is important for survival and development in a changing world. If organisations are to grow and maintain their competitive advantage they must be open to change During this session delegates will identify and understand resistance to change in order to plan and prepare action plans necessary for successfully implementing change 	£99.00

CMI Certificate in First Line Management – Level 3

Delegates who attend the whole programme and successfully complete two written assignments can achieve a CMI Level 3 Certificate in First Line Management.

Each assignment will include around 2,500 words and demonstrate how the delegate puts the learning into practice in the workplace to meet CMI assessment criteria.



CMI Certificate in Management and Leadership – Level 5

The Level 5 qualification in Management and Leadership is designed for practising middle managers who wish to develop their core management skills and practices. This qualification focuses on the personal development of the individual learner's management capabilities and competencies.

Delegates at this level will complete two written assignments of approximately 3,000 words each, to match CMI assessment criteria.

One to One Coaching

If students require further one-to-one coaching to support their studies towards the Certificate, two sessions can be booked for a further £195.



This programme of courses is designed to develop personal effectiveness, impact and productivity at work by focusing on the essential 'soft' skills, attitudes and behaviours necessary to be highly efficient in the workplace.

Presenter

The programme is presented by Ian Lucas MCMI

Ian manages BPP's non-exam based programmes which are aimed at developing the knowledge, skills and performance of managers and staff in a range of technical and 'people' skills. Ian uses a wealth of industry experience at different levels of management to deliver practical, positive and enthusiastic sessions for our management and personal development programmes.

Ian also teaches on the BPP's professional qualification courses for CMI, FIA, ACCA, and ICOSA.

Ian previously worked as the Training Manager for a leading national retailer with stores throughout the UK. In this role, Ian and his team were responsible for analysing, planning and delivering training for 600 retail staff across over 150 stores, as well as a further 400 distribution staff across nine different depots and over 100 Head Office staff in a variety of departments.

Venue

All sessions will take place at BPP Professional Education, Whiteley Chambers, 39 Don Street, St Helier, Jersey, JE2 4TR

Costs

Students wishing to book all 10 sessions, but not progress with CMI, will receive a discount of 10% = £891.

For students wishing to undertake the **CMI Level 3 Certificate**, the cost is £1,256. This includes the cost of internal verification of the two assignments plus student membership of CMI. The cost of undertaking **CMI Level 5 Certificate** is £1,333 which also includes the cost of internal verification and CMI student membership.

Prices do not include GST. Those organisations or individuals who are not exempt from GST will pay an additional 5%.

How to book

Simply complete the booking form at the back of this brochure and forward to maxinepreddy@bpp.com. Bookings should be received 7 days before the start of the course. If this is not possible please contact Maxine on 711803. Once BPP has received your booking we will send you confirmation along with full joining instructions.

Change of date, venue or tutor

BPP reserves the right to change course dates, venues or tutors, or cancel in exceptional circumstances. We will of course advise you of any changes as early as possible.

Terms & conditions

If you need to make amendments you can email:

maxinepreddy@bpp.com

We will accept name changes at any point up to the start of the course free of charge. If it becomes necessary to cancel a course delegate the following policy will apply: Cancellations 28 days or more in advance, no charge/full refund. Cancellations 27 – 7 days in advance, 50% charge. Cancellations less than 7 days in advance, no refund

Personal Development Booking Form

Personal details		Authorisation to invoice employer	
Title	Date of Birth	Company Name	
First Name		Company Billing Address	
Last Name			
Job Title		Town/City	Post Code
Home Address		Authorising Manager	
Town/City	Post Code	Job Title	Tel
Email		Email	
Tel		GST ISE Number	
		PO Number	
Signature*		Authorising Signature*	
<p>*Student signature, by signing, I accept BPP's Privacy Policy (as amended from time to time) and consent to BPP providing the personal data (including sensitive personal data) to my Employer. By submitting this application form, I confirm that I agree to the terms and conditions applicable to the course(s) and study materials.</p>		<p>*I am authorized by the above company to authorize payment of the course and study material fees set out in this application form and , by signing this application, I confirm that the above company agrees to the terms and conditions applicable to such sponsorship and set out in the terms and conditions applicable to the course(s) and study materials.</p>	
<p>Please circle as applicable below</p> <p>Self-funded Employer funded</p>		<p>Accounts Payable Tel</p> <p>Accounts Payable Email</p>	
<p>Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises? Yes No</p> <p>(If yes, please arrive for the start of the first day of your course 15 minutes early to allow for the local site Health & Safety Officer to complete the necessary evacuation procedure and assessments with you.)</p>			
Course details			
CMI Level	Session	Date	Price
Payment details			
<p>By <input type="checkbox"/> cheque Please enclose cheque made payable to BPP (CI) Limited</p> <p>By card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/></p> <p>Card holder's name</p> <p>Card holder's address</p> <p>Post Code Date</p> <p>Card Number</p> <p>Security code Valid from Expiry date</p> <p>Send to Maxine Preddy Email maxinepreddy@bpp.com Tel +44 (0) 1534 711800</p>			

BPP Professional Education

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