

accredited training



2019

- **Leading & motivating a team effectively**
- **Managing workplace projects**
- **Workplace mentoring**



Advice Skills Academy (ASA) is a European Social Fund (ESF) supported project which is funded to end of September 2019. The project is developing a co-ordinated approach to learning and development of staff in the partner organisations across the Liverpool City Region.

The project is developing programmes of learning opportunities, including face-to-face training, online learning, accredited training, and mentoring, to help meet the needs of staff in the partner organisations.

Accredited training Awarding Body

The units detailed in this booklet are through the Institute of Leadership and Management (ILM), and the Awarding Body for ILM is City & Guilds. All units are individual unit qualifications, at Level 3.

Delivery of the units

The subjects listed will be delivered either by our supplier organisation, The Learning Curve, or by Advice Skills Academy staff.

Signing up as a learner for one or more accredited units

Learners will need to complete a candidate registration form, and will need to provide their National Insurance number as part of this registration form.

Attending training sessions

Attending the training sessions is not optional – learners will be expected to make every effort to attend ALL training sessions, and should re-arrange appointments and meetings to do this. For those people who cannot attend due to sickness absence, care leave absence, or annual leave booked prior to the publication of training dates, please be aware that there may not be a repetition of the training session, so it may not be possible to complete the unit.

Assignments

For all units, learners will be required to complete an assignment. The sessions will provide a thorough overview of assignment requirements, and learners will have an opportunity to work on their assignments within the face-to-face training days.

Leading & motivating a team effectively

Ideal for people who just want to learn more about leadership, including non-managers, new leaders or those who may want to move into a leadership role in the future, this unit will help learners understand:



- The importance of an organisation's vision, mission and strategy
- How to develop team objectives, to help work towards the overall vision and strategy of the organisation
- The role that effective communication plays in team working
- The importance of motivation, and some motivational theories
- How to give feedback on performance
- How to provide support to team members
- The importance of continuous development for the team and individual members

This unit will be delivered over two days, by The Learning Curve staff.

The assignment for this unit will focus on:

- Describing an organisation, and a team within it, and the vision, mission and strategy of the organisation
- Describing the role that a common sense of purpose plays in teams
- Describing the importance of communication in establishing a common sense of purpose
- Assessing your own communication skills
- Describing the importance of a leader being able to motivate a team, as well as some ways that they may do this

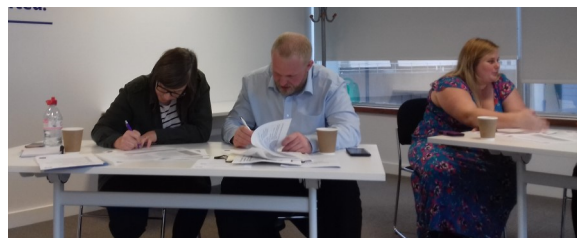
Accredited qualification requirements / details:

Training days	2 days training
ILM unit number	8600-341
Credit value	2
ILM unit details – use qualification finder	https://www.i-l-m.com/learning-and-development/qualification-finder
Dates	Session 1: 3rd April (day 1) & 9th April (day 2) Session 2: 30th April (day 1) & 8th May (day 2)

Managing workplace projects

Ideal for those that have informally run projects before, or for those that are looking to move into project management, this unit will help learners:

- Develop an understanding of what projects are, and the stages of project management
- Identify basic project design principles
- Understand what project planning tools and techniques can be used in project management
- Develop an understanding of the advantages of using targets and milestones to monitor the progress of projects
- Consider project evaluation and review techniques
- Consider the financial appraisal of projects, and the role of financial monitoring



This unit will be delivered over three days, by Advice Skills Academy staff.

The assignment for this unit will focus on:

- Describing a simple workplace project
- Developing a project plan for the project
- Identifying project milestones and targets
- Describing the evaluation of the project
- Considering the financial and non-financial implications of the project

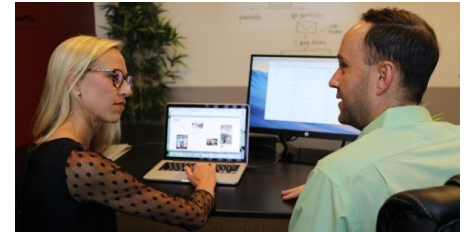
Accredited qualification requirements / details:

Training days	3 days training
ILM unit number	8600-320
Credit value	2
ILM unit details – use qualification finder	https://www.i-l-m.com/learning-and-development/qualification-finder

Workplace mentoring

Ideal for those who haven't mentored before, or for those that want a refresher, this unit will help learners understand:

- The nature and purpose of workplace mentoring
- The difference between informal and formal mentoring
- The roles and responsibilities in a mentoring relationship
- The knowledge, skills and behaviour of a workplace mentor
- The range of approaches to establishing and maintaining quality mentoring records



This unit will be delivered over 2 days, by Advice Skills Academy staff.

The assignment for this unit will focus on:

- Considering your knowledge and understanding of the context and environment for effective mentoring within the workplace
- Describing the role, remit and responsibilities of a workplace mentor
- Outlining the tools and techniques that can be used to support effective workplace mentoring
- Identify why it is important to keep mentoring records
- Describe any potential barriers to workplace mentoring

Accredited qualification requirements / details:

Training days	2 days training
ILM unit number	8557-304
Credit value	3
ILM unit details – use qualification finder	https://www.i-l-m.com/learning-and-development/qualification-finder
Dates	20th May (day 1) & 3rd June (day2)

Eligibility for Advice Skills Academy accredited training

To do the ASA accredited training you will need to be registered as an Advice Skills Academy participant. You will only be able to complete 1 accredited training subject.

Booking onto accredited training:

To book on to the accredited training you will need to email contact@adviceskillsacademy.org.uk

Advice Skills Academy

For more information about Advice Skills Academy, including a Learning Directory, competencies for a variety of advice and related roles, templates for Learning & Development Planning, and details of other learning opportunities, visit the Advice Skills Academy website (website address below).

For general enquiries email: contact@adviceskillsacademy.org.uk

The Advice Skills Academy team are based c/o Citizens Advice Halton:

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