



ACTIVATE
BUSINESS SCHOOL

Part of
ACTIVATE
LEARNING

LEADERSHIP PROGRAMMES

From Activate Business School
and Grant Thornton



Grant Thornton

An instinct for growth™

ABOUT ACTIVATE BUSINESS SCHOOL

Activate Business School is a leading provider of business consultancy and a member of the Activate Learning group. We specialise in leadership, management and professional development.

Activate Business School nurtures, coaches and supports talent driving the future of business across the UK. We combine consultancy and professional training expertise to deliver tangible improvements for your people and organisation.

Activate Business School is part of the Activate Learning group, accredited by Ofsted as a 'Good' provider in 2018.

ABOUT GRANT THORNTON

Grant Thornton UK LLP is part of one of the world's leading organisations of independent advisory, tax and audit firms. We help dynamic organisations unlock their potential for growth by providing meaningful, forward looking advice.

Our underlying purpose is to build a vibrant economy, based on trust and integrity in markets, dynamic businesses, and communities where businesses and people thrive. We work with banks, regulators and government to rebuild trust through corporate renewal reviews, advice on corporate governance, and remediation in financial services. We work with dynamic organisations to help them grow. And we work with the public sector to build a business environment that supports growth, including national and local public services.

LEARNING FOR POWERFUL AND LASTING RESULTS

Activate Business School and Grant Thornton collaborate on two exciting leadership programmes.

Develop your managers' capabilities today and you will be investing in the future of your organisation. From supervisors and first line managers to more experienced managers, our accredited qualifications will support your managers' development.

The Team Leader Programme is for supervisors and first line managers and is accredited at Level 3

The Management Programme is for more experienced managers and is accredited at Level 5

These programmes comply with apprenticeship standards and can be funded from the Apprenticeship Levy.* On successful completion of the programme, delegates will be awarded an Institute of Leadership and Management (ILM) qualification or Chartered Management Institute (CMI) qualification.

*Apprenticeship Levy Funding is subject to eligibility

INVEST IN YOUR PEOPLE. REALISE BUSINESS GOALS



Learn from experts

Our programmes are delivered by a team of Activate Business School and Grant Thornton workshop leaders and coaches.



Learning tailored to participants' approach

All participants will have the opportunity to complete the Insights Discovery self-awareness diagnostic tool. They will receive feedback on their leadership style, to help them increase self-awareness and perform at their highest level.



Gain a prestigious qualification

Our Leadership programmes are accredited by the Institute of Leadership and Management (ILM) or Chartered Management Institute (CMI) at both at Level 3 and 5 respectively.



Get funding support

Candidates who are resident in England can have this programme funded by the Apprenticeship Levy, subject to eligibility criteria.

This programme can also be offered to employees resident in Scotland, Wales and Northern Ireland. Please contact us for cost details.



A flexible programme, to suit to your business needs

We offer you a unique solution that meets your people needs and fully aligns to your corporate objectives.

Programmes are tailored to incorporate your organisation's culture and values, with assignments mirroring the demands of the corporate environment. Learning, which includes workshops, online learning and face-to-face coaching sessions, takes place at your premises or Grant Thornton's offices, at a time to suit your organisation.



Support to help participants succeed

All participants work closely with a coach, who will support them in their learning and development between workshops.

Support will also be available for any participants who have not achieved GCSE English and maths at grades A-C (or equivalent.)

LEVEL 3 TEAM LEADER PROGRAMME

Meet the challenges of the modern workplace and develop adaptable and agile people managers with our Level 3 Team Leader programme.

Who is it for?

The team leader/ supervisor apprenticeship is suitable for anyone working in line management roles, such as:

- Supervisor
- Shift supervisor
- Shift manager
- Team leader
- Foreperson

Key responsibilities may include: supporting, managing and developing team members, managing projects, planning and monitoring workloads, delivering operational plans and building relationships internally and externally.

What will be covered?

You will have the opportunity to develop core managerial skills, such as:

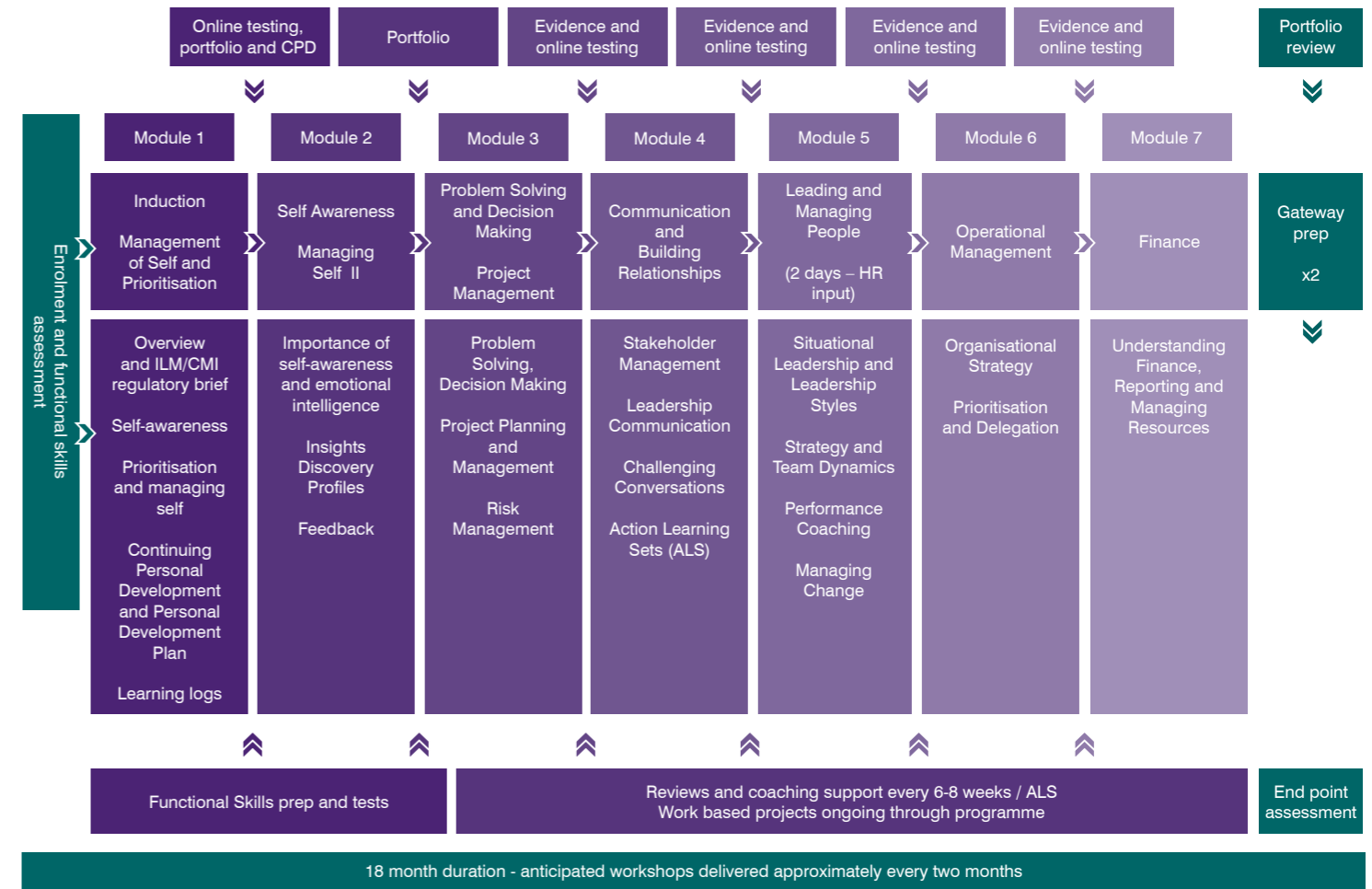
- **Effective communication:** stakeholder management and leadership communication
- **Managing finance and budgets:** finance, reporting and managing resources
- **Leading and motivating a team:** performance coaching and team management
- **Solving problems and making decisions:** project management, risk management.

How long will it take?

Our programme can be tailored to your requirements, for example, to cope with peak periods or seasonal demand. Typically our Level 3 Team Leader programme lasts between 12-18 months.

Price

This programme can be funded via the Apprenticeship Levy (subject to eligibility) or purchased commercially. Please contact us for further details.



LEVEL 5 OPERATIONS/ DEPARTMENTAL MANAGER PROGRAMME

Develop your teams ability to lead, motivate and inspire results through others with our Level 5 Management Programme.

Who is it for?

An operations/departmental manager is someone who manages teams or projects, and the achievement of operational or departmental objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in organisations of all sizes, your specific responsibilities and job titles may vary, yet the knowledge, skills and behaviours needed will be largely the same.

Key responsibilities may include: creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring. Roles may include:

- Operations manager
- Regional manager
- Divisional manager
- Departmental manager
- Specialist manager

What will be covered?

You will have the opportunity to develop core managerial skills, such as:

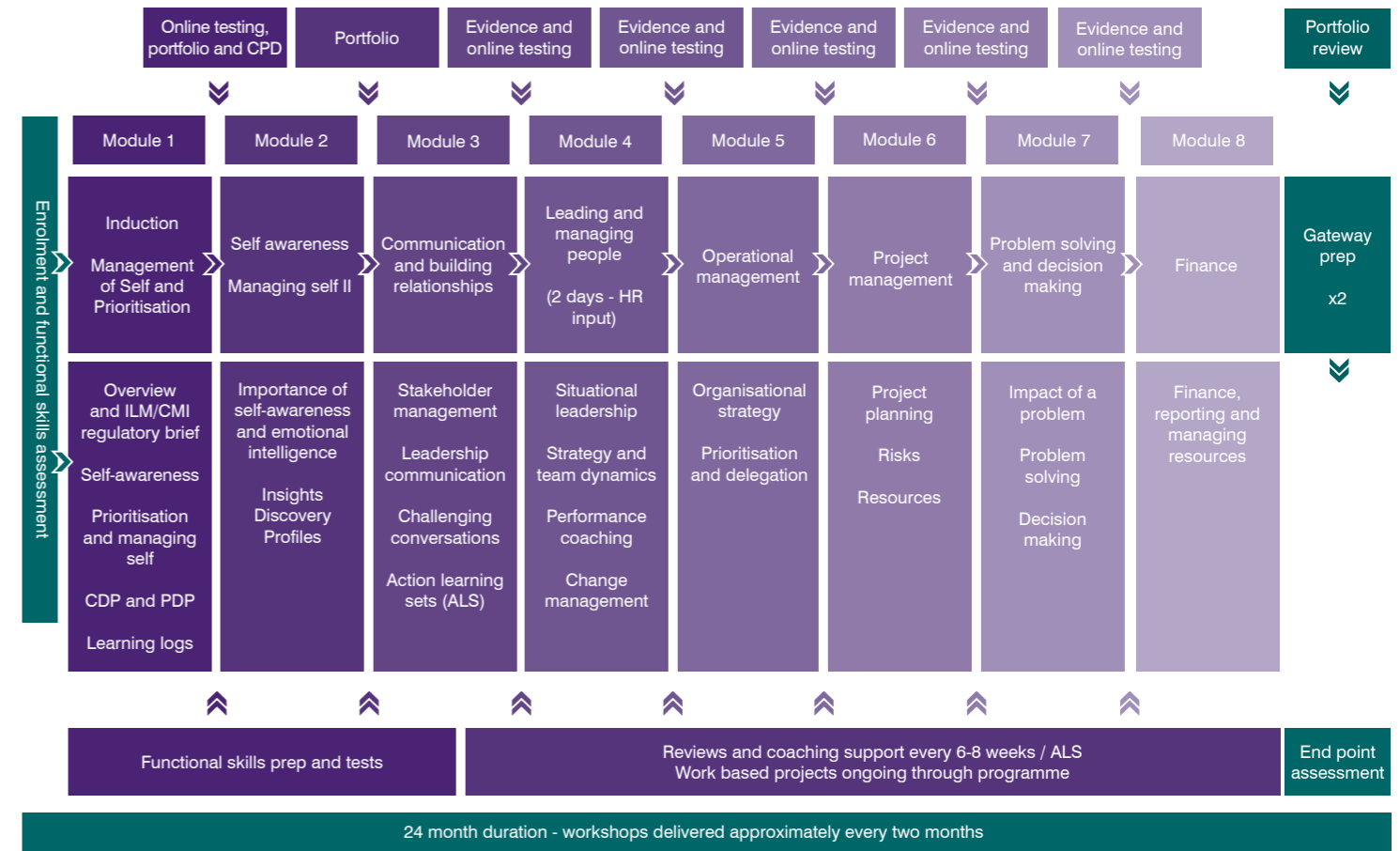
- **Delivering operational excellence:** Achieving excellent results through others, planning capacity
- **Leading through innovation and change:** Change communications, encouraging fresh ideas to improve results
- **Managing and developing business relationships:** Networking for success, stakeholder management, negotiation
- **Managing finance and budgets:** Operational budget controls, disseminated budget management, departmental reporting.

How long will it take?

Our Level 5 Leadership Programme lasts between 24 and 30 months.

Price

This programme can be funded via the Apprenticeship Levy (subject to eligibility) or purchased commercially. Please contact us for further details.



20% OFF-THE-JOB LEARNING

Since the introduction it is a requirement of the new style Apprenticeships that every apprentice spends at least 20% of working time dedicated to off-the-job learning.

Here is an example of a typical month:

- 1 day attendance once/twice a month at a workshop (for the first 8 – 10 months only - after that, we offer remote support/assessment visits, circa 6 hours per month)
- 4 - 5 hours project work per week
- 8 - 10 hours of self-study/reading per month
- Up to 1 shadow day per month to support personal development areas

Our sample month covers a total of 43 hours per month. This would cover more than the required 20% taking into consideration holidays, sickness and later months where there will be no workshops.

After month 1, the 1:1 meetings with the line manager can take just 1 hour per month to monitor progress.

The participant can top-up the 20% with extra self-study, sector specific webinars, conferences and/or audiobooks, in accordance with guidance from the skills coach.

(Functional skills may be additional time to build in, if required, outside of the core 20% off-the-job learning.)

Eligibility

Programmes are open for candidates who are already working in a managerial role: from supervisors or team leaders to senior managers.

You must not hold an existing qualification at the same or higher level than this apprenticeship in a similar subject.

For more information

Please contact us:

www.activateapprenticeships.co.uk/leadership_programmes

Email: apprenticeships@uk.gt.com

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