



# Scotland Excel

## Leadership and Management

### Personal development as a manager and a leader

#### Date and Location

Wednesday 4 September 2019, 10am-4pm (1 day)  
Scotland Excel, Renfrewshire House, Paisley

#### Aims and Outcomes

This workshop is about assessing and improving individual management and leadership skills and competencies against objectives.

By the end of this workshop learner will be able to:

- assess and plan for personal professional development
- plan the resources required for personal professional development
- implement and evaluate the personal development plan

#### Practice Workshop Content

- Identify the importance of continual self-development in achieving organisational objectives
- Assess current skills and competencies against defined role requirements and organisational objectives
- Identify development opportunities to meet current and future defined needs
- Identify resources required to support the personal development plan
- Discuss the processes required to implement the personal development plan
- Evaluate the impact of the personal development plan on the achievement of defined role requirements and organisational objectives
- Explain the actions to be taken by the manager in dealing with a staff welfare issue

#### Methodology

This workshop is delivered by an experienced Scotland Excel tutor who has significant experience across various disciplines within the Scottish public sector context. Course delivery is via work-based learning and by focusing on practical examples, case-studies and activities, the skills derived from which can be applied immediately within your candidates' roles.

#### How much does it cost?

A full-day Practice Workshop costs £150 per learner for local authority members of Scotland Excel, £165 for associate members and £180 for other public sector organisations.

#### How do I register?

Register your place, express an interest, or request further information by contacting [helene.holden@scotland-excel.org.uk](mailto:helene.holden@scotland-excel.org.uk) or telephone 0141 618 7436.



**The  
Academy**

## Essential Information

### What are Practice Workshops?

A series of non-accredited, non-assessed work-based-learning workshops delivered by Scotland Excel's award-winning Academy in:

- Scottish public sector procurement
- leadership and management
- coaching and mentoring

Each workshop will generally comprise:

- 1 - 4 hours of preparatory work prior to participating in the workshop, such as accessing recommended reading and video content and participating in discussion forums on the Academy's online platform
- 5 - 7 hours of classroom-based learning, structured so that learning can be utilised immediately within the workplace

Both preparatory work and workshop attendance will count towards the learner's commitment to Continuing Professional Development (CPD).

### Who is the course aimed at?

Public sector staff who are keen to build on their public procurement, leadership and management and coaching and mentoring skills.

### Where will the Programme be delivered?

Each workshop will be delivered within the Scotland Excel office in Paisley. However, if required and demand dictates we are more than happy to deliver at locations outwith.

### Why us?

Scotland Excel is the Centre of Procurement Expertise for Scotland's local government sector, an established SQA and CMI Approved Centre, a CMI Chartered Manager Assessment Centre and the sole provider to the Scottish public sector of the CIPS Corporate Award. Our overarching aim is to further drive professionalism in the Scottish public sector by delivering our courses through a work-based learning methodology.

These Practice Workshops are supported by our award-winning Scotland Excel Academy, which enhances interactive learning experiences. Therefore, these Practice Workshops provide a great introduction into what we can offer learners in their ongoing self-development journey.

### How will it be delivered?

Our workshops are delivered by our experienced Scotland Excel tutors who have significant experience across the various disciplines within a Scottish public sector context. Course delivery focuses on practical examples, case-studies and activities, the skills derived from which can be applied immediately within your candidates' roles.

