BlueRidge
Performance Management Ltd

New Horizons Programme Overview

Programme Objectives

- To equip staff with core fundamental supervisory and management skills
- To support a culture of ownership for personal development, encouraging staff to take on responsibility and accountability and to challenge themselves to step out of their comfort zones and realise their capacity to develop their potential.
- To instil the company vision and values
- To build Leadership capacity within the business from the bottom up
- To develop an open mindset to meet the changing needs of the market place
- Identify rising starts and provide opportunity for development
- To support staff in their personal development.
- To develop confidence, competence and capacity to improve performance within the workplace

What will individuals gain from the programme?

- The opportunity to develop Leadership Skills
- Develop confidence and competence to improve performance
- Recognition for their performance
- The opportunity to build greater influence within the business
- Increased potential for career progression as opportunities arise
- To build resilience and a mindset for change and improvement. Delegates need to take responsibility for their development and be more flexible in their thought processes to meet the needs of an ever changing market place.

BlueRidge
Performance Management Ltd

Brief overview:

1. Internal communication inviting expressions of interest

2. Applications submitted

3. Selections made

4. Feedback to unsuccessful candidates

5. OPQ psychometric assessments completed

6. 1:1 feedback sessions

7. Delegates meet with Line managers to discuss outputs from OPQ and complete initial PDP and identifying a relevant Living case study

8. 2 x day Induction workshop
   - Includes each delegate presenting their PDP and Living case study idea to the group
   - Establishment of the Action Learning Sets

9. 7 x 1 day Workshop modules – one per month

10. Delegates present their Action Learning Set findings to the relevant Directors

11. Evaluation day – delegates make presentations to Directors and HR

NOTES:

Personal Development plans (PDP's)

- PDP's are reviewed throughout the programme both in the workshops and with Line managers in the workplace. As most learning takes place in the workplace delegates are encouraged to think creatively about opportunities to extend their learning on the job.

Living case studies (LCS)

- The living case study requires delegates to identify a current issue/problem/ challenge/opportunity that they face in their job and through the process of this course they will address and resolve the issues. They will need to liaise with their line managers and gain their support.

  Skills developed
  - Problem solving – future orientated thinking
  - Communication skills
  - Confronting issues proactively
  - Team working
  - Influencing skills

Action Learning Sets (ALS)

- The aim of the action learning sets is for delegates to identify a current business issues and work as a project team to resolve and make recommendations. During the induction they will carry out a SWOT analysis followed by a facilitated session to identify the potential areas they intend to focus on. ALS groups will be formed and they will have to produce an initial scope for their project.

- ALS will be responsible for setting up a meeting with a Director (s) to discuss their initial ideas. The purpose of this is for the Director(s) to guide the team to as to what the exact scope of their project should be.

  Skills developed
  - Cross functional knowledge
  - Presentation skills
  - Networking skills
  - Problem solving
  - Communication skills
  - Team working

Delegates will be required to dedicate time outside of the workshops to develop the Action learning Sets and Living Case Studies; however facilitated time will also be allocated at the workshops.

Taking ownership and responsibility - this is a core fundamental of the programme – its intention is to focus on the application of learning through taking responsibility to implement actions and making changes on the job

BlueRidge
Performance Management Ltd

Activity	Comments	Dates TBC
Induction 2 days	• Induction to the programme, Objectives and Outputs • Principles of learning • Johari window • Personal Development plans – individual presentations • Action Learning Sets • Leadership skills – taking ownership and responsibility • Self-aware Leader • Leadership styles - application and impact	**Month 1**
Module 1	• Outline Living Case studies • Mindset and Behavioural change • Engie Values and Behaviours • Strategy and Action learning Sets. ALS groups, following their meeting with Directors, will /present / summarise the scope of their project and develop the project plan	**Month 2**
Module 2	• Communication Skills Non-verbal communication – rapport and listening skills, use of questioning techniques • 3 laws of communication, impact on others and leading by example • Non verbal communication • Managing difficult situations • Influencing others – future orientated thinking and communicating, • Cross departmental communication and collaboration • Introduction to Negotiation skills	**Month 3**
Module 3	• What makes an outstanding team? • Building a high performing team • Managing and developing teams & individuals. • Getting the most out of the team – Motivation • Delegation skills (Include Situational Leadership styles) • Coaching Skills Introduction to coaching	**Month 4**
Module 4	• Rational Skills • Decision making – Decision Analysis process • Assessing Risk and opportunity use of Protecting Plans Analysis principles	**Month 5**
Module 5	• Time Management • Action Planning – Forward thinking, planning, • Problem solving • Action Learning Sets	**Month 6**
Module 6	• **MHFA Awareness** • Customer service – Internal and external • Managing Stakeholder relationships • Conflict management • Building trust	**Month 7**

Module 7	**Reflection and planning -** Purpose of this module is for delegates to reflect on their learning and prepare for the final evaluation day: • Review delegate PDP's • Review delegate • ALS presentation to group • Presentation skills - support delegates in preparing for the presentations	**Month 8**
Evaluation Day	• Individual Presentation to Directors • Action Learning Set presentations x 2 • Next steps – development	**Month 9**