



Windsor Academy Trust

Windsor Business Centre
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First Steps to becoming a highly effective leader

For those emerging as early leaders

Six twilight sessions (4.15—5.30pm) throughout the year

When you step up to a leadership role you are expected to model behaviours and skills for others. As you take on new responsibilities you also need to develop new competencies. Come along to this programme and you will explore your capabilities, and develop in a range of areas which will enhance your personal effectiveness. The course is delivered by Jan Rudge, an established leadership trainer and coach and will help you become more resilient and proactive when motivating yourself and others.

Overview:

This professional development programme has a proven structure encouraging you to engage with some inspiring reading and then reflect upon your role and competencies to lead in an educational setting. Over the weeks you will take responsibility for the learning of the whole group, presenting to one another, developing creative learning opportunities and building a network of supportive colleagues from similar settings. Together you will explore the powerful changes you can first make in self leadership, before you can most effectively lead others.

Intended outcomes:

- Learn about being pro-active and beginning with the end in mind
- Develop successful relationships, thinking about the viewpoints of others
- Improve your listening skills
- Overcome thinking patterns that can sabotage your success
- Look for creative and win-win opportunities
- Manage your time more effectively - urgent versus important
- Respond positively to setbacks and challenges

This programme can be attended by teaching and non-teaching staff since the focus is on personal readiness for leadership.

Cost: **£195**

This course uses Stephen Covey's Habits of Highly Effective People a free copy will be provided for each delegate !

Venue: This programme will be delivered at a venue in Staffordshire.



“ The structure of the programme was really unique with colleagues delivering sessions on the ‘habits’. It led to some very creative presentations and lots of practical activities. I feel prepared for leadership!”

“ I think about things differently now—Habits like “Be Proactive” and “Begin with the End in Mind” have really helped me to prioritise my workload. Thank you so much!”

Programme Dates for 2018/19

Thursday 15th November
Thursday 17th January
Thursday 28th February
Thursday 4th April
Thursday 23rd May
Thursday 27th June

To book

email businesscentre
@windsoracademytrust.org.uk