

Creating Engaging Managers Plus⁺ An ILM Level 3 apprenticeship

Orientation Webinar

Present from Keystone

Deb Gilby – Programme Facilitator

Michelle Scaddan – Support Tutor

Present from Hanson

Karen Wright – Talent and Development Manager

Joanne Mason – Training Co-Ordinator

Cheryl Hadtstein – Talent Coordinator



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> What we'll cover

- Introduction
- Who is the programme for?
- Meeting our needs – now and in the future
- Qualifications
- Programme structure and content
- Time commitment
- Tools to help plan development and apply it at work
- Role of the line manager
- Next steps



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➤ Introduction

- Launched in 2018
- Apprenticeship levy funded
- Building on the success of Creating Engaging Managers (CEM)
- What's in it for you?



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➤ **Keystone**



Deb Gilby –
Programme
Facilitator



Michelle
Scaddan –
Support Tutor



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➤ Who is this development programme for?

- People managers
- Team leaders
- Supervisors

With responsibility for operations, projects or managing people.

- Cohorts will be made up of similar level/grade and the approach will reflect the experience of the attendees.



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➤ Purpose of the programme

- Build your confidence and help you progress in your career
- Help you support, manage and develop your team
- Improve your project management skills
- Help you plan and monitor workloads and resources
- Enable you to deliver operational plans and resolve problems
- Support you in building relationships internally and externally



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➤ Meeting your needs – now and in the future



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➤ **Qualifications**

- **Level 3 Apprenticeship (funded – so it's important that you complete the programme once you've committed to it)**

AND

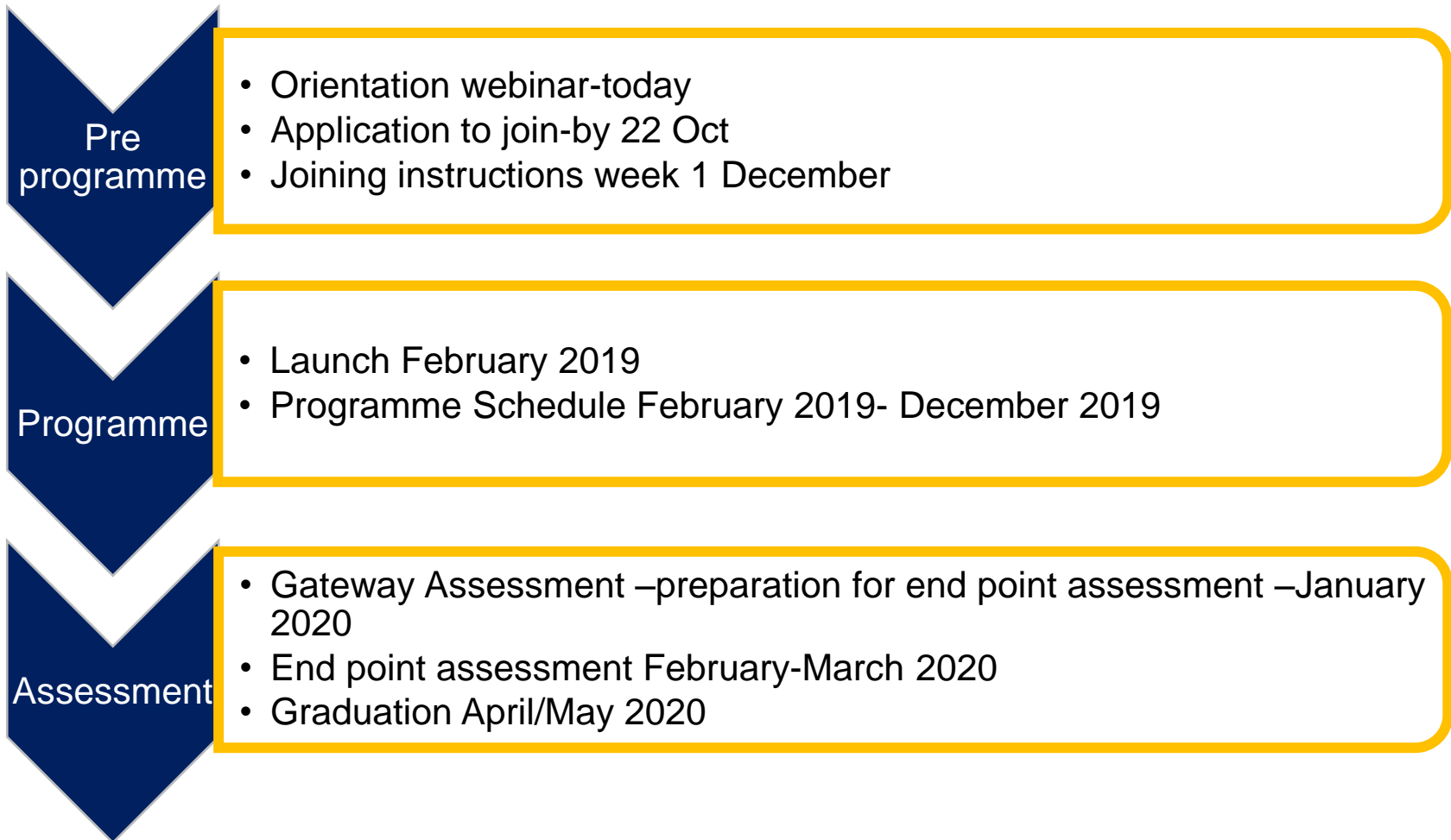
- **ILM Level 3 Diploma for Managers**



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> Programme structure



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➤ Programme components



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Workshops

The programme covers...

Self-Awareness

Management of Self

Problem Solving and Decision Making

Project Management

Finance

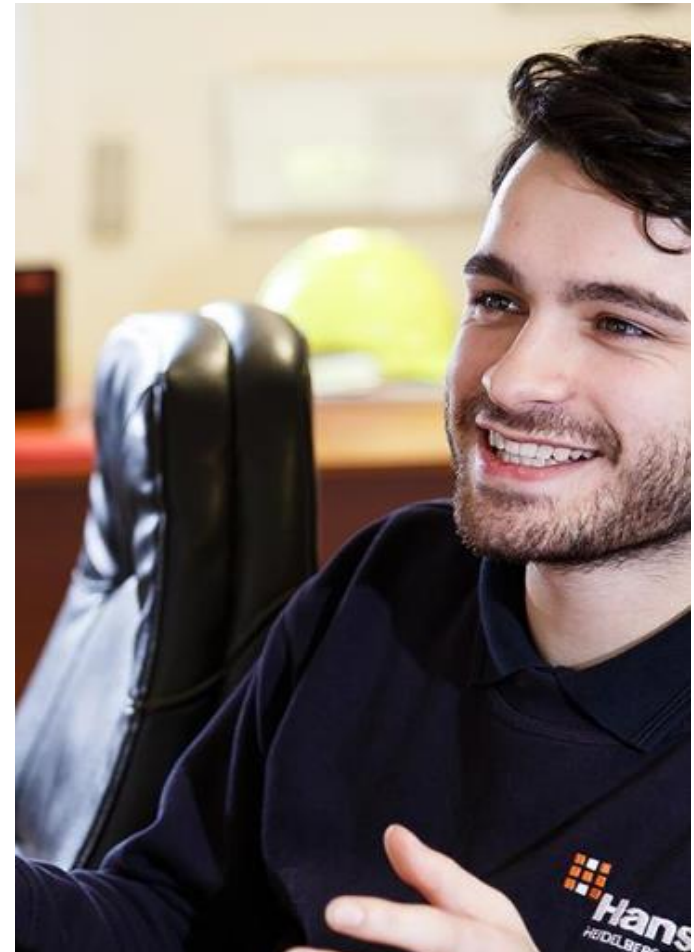
Communication

Building Relationships

Leading People

Managing People

Operational Management



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➤ **Self-study workbooks**

- One workbook per programme module
- The others are for reference, but you can complete them if you like
- There are online workbooks with information, video clips, quizzes and tips
- You can log in and do 5 minutes at a time, or several hours, whatever suits your availability



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➤ Additional development activities

- Actions taken back at work to apply your learning and add value for your team and the business
- Activities include reviews with your line manager, CPD, covering for your line manager, reading/research
- You might do more in one month and less in another month depending on holidays, your workload, etc
- The Support Tutor checks in with you monthly about your progress and to give help and advice



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➤ **Business project**

- Individual projects to solve a business problem
- Full briefing at the Launch Day
- With your line manager's input, write and submit a short project proposal for approval
- Carry out your project during the programme
- Complete your project by the end of month 11
- Present your project and results to senior managers in month 13



➤ **Tutorial support**

- **Group tutorials**
- **Cover important questions and answers**
- **Prepare for assessments**
- **“Action learning” to tap into each other’s knowledge and skills to solve problems, work across teams and share best practice**
- **Essential part of the programme**
- **Unlimited email and telephone support**



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➤ Programme assessments

Gateway Assessment

- Portfolio of Evidence reviews

End Point Assessment

- Professional discussions
- On-screen knowledge tests (x 2)



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➤ **Your commitment**

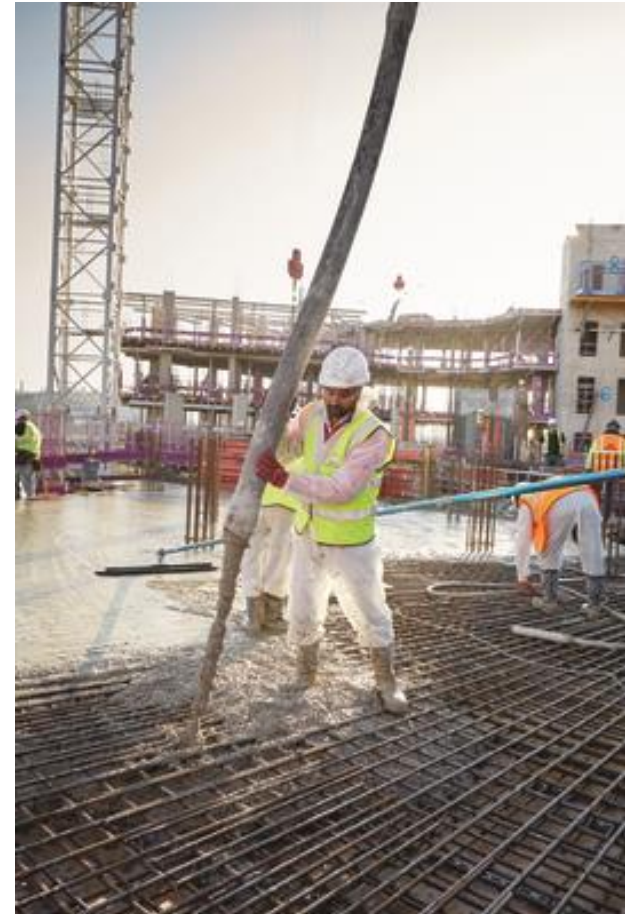
- Attend the workshops – there are 21 which run every 2-3 weeks
- Each followed by 10 minute 1:1 with your line manager
- 4 Group Tutorial Session
- Fortnightly 30 minute group tutorial webinars to support you every step of the way
- Work based business project – a great way to make a difference at work
- Record your reflective learning and collate a portfolio of learning and implementation
- Self-study using ILM website, and other workplace development activities, to enhance management and leadership learning (approximately 1 hour per week, except for when you're on holiday)
- Should be done during work time



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➤ **Planning your development**

- Your choice of optional activities should play to your strengths and develop your weaker areas
- How?
- Self-assessment questionnaire and PDR competency ratings
 - Linked to the programme content
 - Identify areas for development
- Record everything you do in your Portfolio of Evidence to keep track of your learning
- Repeat self-assessment questionnaire and cross reference to PDR competency ratings after the programme to show your development



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➤ **Planning your development** cont...

- **Personal Development Plan (PDP)**
 - **Plan your prorated development hours**
 - **How you are going to apply your learning at work**
 - **What goals/outcomes are you aiming for?**
 - **How will you measure success?**
 - **We'll review your PDP with you at the Launch Day to help get it just right**



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➤ **Line managers – you're essential**

Your role

- Help with completing the programme's Expression of Interest form and creating Personal Development Plans
- Attend the Launch Day – understand the programme and how to help support participants
- Regular 1-2-1 sit-down conversations after workshops-these are recorded by the learner as part of the programme
- Support with project ideas and proposal
- Give regular feedback to your delegate on their development and changes
- Support the time commitment for workplace development
- Considering how you can delegate responsibilities

How we support you

- Monthly update and support calls from the Support Tutor
- Support Tutor and Account Manager available any time by email or phone
- Questionnaire at mid- and end-points of the programme to get your formal feedback about what's working well and what we could improve to make the programme experience even better for delegates and line managers

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➤ Roles and responsibilities

Delegates

- Take appropriate responsibility for their own learning, development and progression.
- Attend all learning events.
- Submit work on time.
- Maintain their Activity Log to evidence the minimum 20% off-the-job training requirement.
- Participate in and contribute to reviews of their progress and achievement.

Hanson

- Allow the Apprentice to attend the apprenticeship programme as per the schedule
- Allow the Apprentice to undertake off-the-job training for a minimum of 20% of their normal working hours
- Ensure proper and adequate supervision of apprentices in the workplace.
- Participate in reviews of progress of the apprentices for the duration of the apprenticeship programme.
- Provide Keystone with timely and constructive feedback that will allow them to drive improvements to the apprenticeship programme.

Keystone

- Provide high quality training and assessment activities.
- Provide ongoing tutorial support during the programme.
- Ensure a full programme induction is given to delegates and their line managers.
- Plan and implement progress reviews for delegates, line managers and Hanson.

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> What you need to do now

Straight away

- **Complete the Expression of Interest form with your line manager**
- **Return your form by 22nd October**

After that

- **Complete your self-assessment questionnaire-use your PDR ratings for guidance**
- **Create your Personal Development Plan with your line manager use your HR Globe PDP for guidance in January**
- **Attend the Launch Day with your line manager and bring along your Personal Development Plan**

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➤ Key contacts Hanson



Joanne Mason –
Training Co-Ordinator



Cheryl Hadtstein –
Talent Co-Ordinator



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➤ Questions & answers

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