



**Leadership and Management
Advisory Service in the South**

**Skills
Funding
Agency**

LEADERSHIP & MANAGEMENT ADVISORY SERVICE 1ST APRIL 2011 TO 31ST MARCH 2012

BRIEF FOR PROVIDERS OF LEADERSHIP & MANAGEMENT TRAINING

The new **Leadership & Management Advisory Service** aimed at supporting the senior leaders of businesses with the potential for high or fast growth is launched on 1st April 2011. Through the Service, owner managers and senior leaders of businesses and social enterprises with plans and potential to achieve high growth have a great opportunity to develop their leadership and management skills.

Understand what skills the senior leader needs – an impartial and experienced Leadership and Management Adviser will help to identify personal development needs at a face to face meeting at the place of work or other convenient venue.

Finding the right solution – the Adviser knows what solutions and providers will develop leadership and management skills and can help find the right one to suit individual needs.

Up to £1000 in grant funding to help pay for the training solution – this grant will pay for 50% of the fees up to the maximum amount of £1000. As importantly the Adviser will agree with how this investment matched by their own will achieve measureable returns for the business.

Ongoing Support – we will keep in contact to provide additional advice to help make the most of the learning and identify what other support is available to help realise the growth plans

Regions:

Skills South East has the contract to deliver the Leadership & Management Advisory Service in the South East and South West Regions.

Eligibility Criteria:

Only available for private sector businesses or social enterprises based that:-

- Have fewer than 250 full time equivalent employees, and
- Have at least one full time equivalent employee in addition to the applicant, and
- Display the potential for high or fast growth defined as –
 - I. If trading for more than 12 months have the potential to increase turnover and / or number of employees by either 20% each year for the next three years or 60% by the end of the next three years
 - II. If trading for less than 12 months have the potential to achieve a turnover of £500,000 within three years of starting trading
 - III. If a Social Enterprise, have the potential to increase turnover and / or number of employees by either 10% each year for the next three years or 30% by the end of the next three years

SSE/LMYr4 /PrBR/V11.2



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Applicant:

For organisations with fewer than 10 employees, this will normally be the managing director, owner or chief executive. For organisations with 10+ employees this can be the senior leader or another leader reporting directly to them.

Grant:

- Only one grant claim can be made for a maximum of 50% of the cost of the training excluding VAT and not exceeding £1000
- The training must have started within 90 days of the grant being approved and the grant claimed once the training has been completed (or commenced for training that lasts longer than 90 days)

The Grant must be used for:

Leadership and Management Development Solutions that develop the skills of the applicant to enable them to fully engage and optimise the contribution of their staff and therefore grow the business.

Eligible provision will fall under one of the following categories:-

Developing a highly effective personal leadership and management style – including strategic thinking and effective communication.

Creating a joint enterprise culture with the workforce – including developing an innovative, creative and productive culture for the organisation, developing productive working relationships, reducing and managing workplace conflict.

Planning and developing an effective organisation and teams – including recruitment, selection and departure, building and managing effective, creative and innovative teams, conveying vision and objective setting.

Leading and managing employee high performance – including employee motivation and commitment, delivering value, learning and development.

Solutions could be delivered by:

- Workshops
- Online training
- Training programmes
- Bespoke/tailored training options
- Peer learning
- Mentoring/coaching
- Qualification based programmes

Process:

Referrals from providers **CANNOT** be accepted. Customers should be guided to www.skillssoutheast.co.uk or apply using the Leadership & Management Advisory Service Application Form.

The eligibility of the customer will be checked and arrangements will be made for the customer to speak to a Leadership & Management specialist Adviser. If the customer does not wish to access the training within the next 90 days, the customer will be contacted to book an appointment nearer the time.

The Leadership & Management Specialist Adviser will discuss training and development requirements and, if they do not already have some provision in mind, offer a choice of flexible, tailored learning solutions to suit their individual and business needs.

If the customer has already identified a provider, the Adviser will be required to discuss their development needs to ensure that the provision is suitable and to develop a Personal Development Plan, which could include other development opportunities.

The Adviser will inform the customer of the process for claiming the grant and that a follow-up visit will be made to provide additional advice to assist them embed their learning in the workplace and explore other opportunities for the business to access support.

Make the most of this programme for your business:

- Identify what provision you have that meets the new specification – *“to enable the applicant to fully engage and optimise the contribution of their staff and therefore grow the business.”*
- Complete and return the Leadership & Management Advisory Service Provider Information Form

Promote the offer to your own employer base using the approved flyer.

For more information, visit www.skillssoutheast.co.uk, call 0845 026 4298 or e-mail info@skillssoutheast.co.uk