

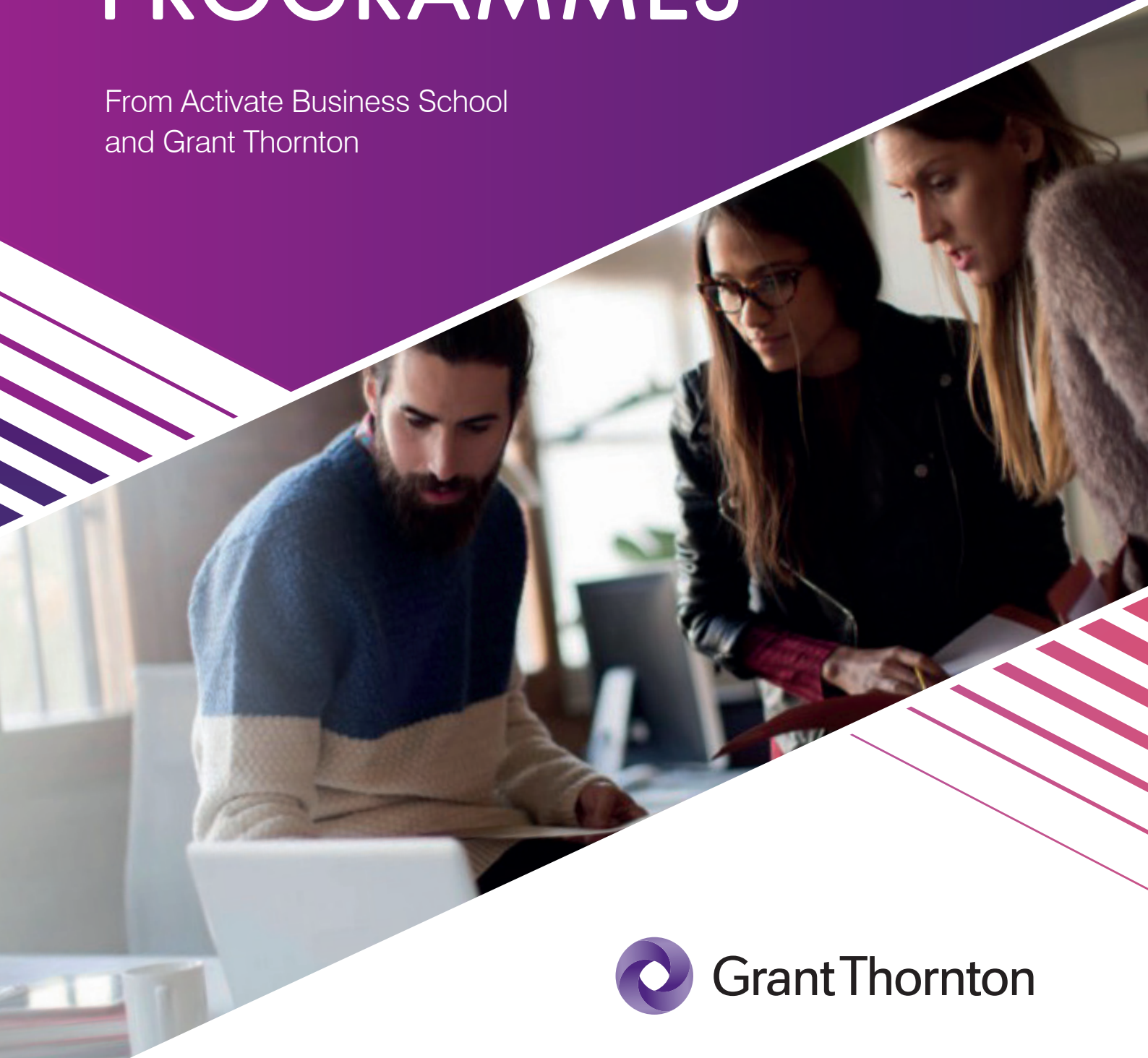


ACTIVATE
BUSINESS SCHOOL

Part of
ACTIVATE
LEARNING

LEADERSHIP PROGRAMMES

From Activate Business School
and Grant Thornton



Grant Thornton

ABOUT ACTIVATE BUSINESS SCHOOL

Activate Business School is a leading provider of business consultancy and a member of the Activate Learning group, accredited by Ofsted as a 'Good' provider in 2018. We specialise in leadership, management and professional development.

Activate Business School nurtures, coaches and supports talent driving the future of business across the UK. We combine consultancy and professional training expertise to deliver tangible improvements for your people and organisation.

At the heart of it all is our learning philosophy. This is rooted in an understanding of how the brain, motivation and emotions work together to impact on learning. We use this knowledge to create a learning environment which will empower learners to become highly skilled, resilient and have the persistence required to succeed. We understand how people learn the best, and how to work with every individual to remove traditional barriers to learning. Our expertise in the field of neuroscience means that we understand the limitless capacity of the brain. We also recognise that emotional intelligence and a sense of purpose are essential for learners to fulfil their potential.

Our learning philosophy is summarised like this:



ABOUT GRANT THORNTON

Grant Thornton UK LLP is part of one of the world's leading organisations of independent advisory, tax and audit firms. Grant Thornton is led by 190 Partners, with over 4,500 people in the UK, and is an advisor to more than 40,000 clients. Grant Thornton is committed to developing the skills and knowledge of managers critical for the future growth, productivity and sustainability of the UK workforce.

Grant Thornton's people advisory team is passionate about driving forward business performance through people strategy and culture. We work closely with stakeholders to create value by attracting, retaining and developing a more agile and resilient workforce. We've advised over 2,000 organisations on skills development and apprenticeships, as well as partnering with several providers to jointly offer co-designed, co-delivered skills programmes.

We have partnered with a select number of high-quality educational providers to co-design development that address skills-gaps in the market. Supporting from programme design through to teaching delivery, we focus on contextual business understanding and developing the commercial sense and finance skills to be an effective leader. We work with over 1,500 clients and more than 5,000 learners to equip organisations and individuals with the skills they need now to respond to the challenges and opportunities of tomorrow.

The team won Most Innovative Client Service at the Managing Partners' Forum recognising the activity supporting employers on skills, talent and apprenticeships. As well as the Queen's award for Enterprise for promoting opportunity through social mobility.

LEARNING FOR POWERFUL AND LASTING RESULTS

Activate Business School and Grant Thornton collaborate on two exciting, newly refreshed leadership programmes.

Develop your managers' capabilities today and you will be investing in the future of your organisation. From supervisors and first-time or front-line managers to more experienced managers, our accredited qualifications will support your management development, helping you create a dynamic workforce.

The Team Leader programme is for supervisors and first-time managers and is accredited at Level 3

The Management programme is for more experienced managers and is accredited at Level 5

These programmes comply with apprenticeship standards and can be funded from the Apprenticeship Levy.* On successful completion of the programme, delegates will be awarded a Chartered Management Institute (CMI) qualification.

*Apprenticeship Levy funding is subject to eligibility

Minimum eligibility requirements:

1. Have a valid passport/birth certificate, residency permit and a NI number
2. Must have lived in the UK for 3 years prior to the apprenticeship start date
3. Must be working in a role that provides the opportunities to apply their learning
4. Must not be undertaking another apprenticeship at the same time
5. You must not hold an existing qualification at the same or higher level than this apprenticeship in a similar subject (i.e. Management.)

INVEST IN YOUR PEOPLE. REALISE BUSINESS GOALS



Learn from experts

Our programmes are delivered by a team of Activate Business School workshop leaders and coaches with guest lecturing and industry insights from Grant Thornton.



Learning tailored to participants' approach

Participants will have the opportunity to receive feedback on their leadership style, to help them increase self-awareness and perform at their highest level. The 1:1 coaching helps to identify someone's aspirations, motivation and purpose for attending the programme which is then achieved through the Learning Philosophy.



Support to help participants succeed

All participants work closely with a coach, who will support them in their learning and development between workshops.

Support will also be available for any participants who have not achieved GCSE English and Maths at grades A-C (or equivalent.)



Gain a prestigious qualification

Our leadership programmes are accredited by the Chartered Management Institute (CMI) at Level 3 and 5 respectively.



A flexible programme, to suit to your business needs

We offer you a unique solution that meets your people needs and fully aligns to your corporate objectives. Programmes are tailored to incorporate your organisation's culture and values, with assignments mirroring the demands of the corporate environment. Learning is delivered through a blended approach including, online learning, webinars and the completion of research and assignment writing.

The Learning Philosophy has been embedded within the programme to ensure there is maximum impact:

Brain - developing your knowledge, skills, and behaviours

Motivation - understand the purpose and relevance of your programme

Emotions - learning within a safe environment which encourages you to take risks and step outside your comfort zone.



Get funding support

Candidates who are resident in England can have this programme funded by the Apprenticeship Levy, subject to eligibility criteria.

This programme can also be offered to employees resident in Scotland, Wales and Northern Ireland. Please contact us for cost details.



LEVEL 3 TEAM LEADER PROGRAMME

Meet the challenges of the modern workplace and develop adaptable and agile people managers with our Level 3 Team Leader programme.

Who is it for?

The team leader/supervisor apprenticeship is suitable for anyone working in line management roles, such as:

- **Supervisor**
- **Shift supervisor**
- **Shift manager**
- **Team leader**
- **Foreperson**

Key responsibilities may include: supporting, managing and developing team members, managing projects, planning and monitoring workloads, delivering operational plans and building relationships internally and externally.

Job role suitability

To help determine whether someone is working in a suitable job role to successfully complete this programme, they must have responsibility for:

- Performance managing team members
- Providing a team with clear direction and guidance to achieve set goals
- Delivering operational plans
- Planning and monitoring workloads and resources
- Resolving problems within a team

What will be covered?

You will have the opportunity to develop core managerial skills, such as:

- Effective communication: stakeholder management and leadership communication
- Managing finance and budgets: finance, reporting and managing resources
- Leading and motivating a team: performance coaching and team management
- Solving problems and making decisions: project management, risk management.

New from May 2024:

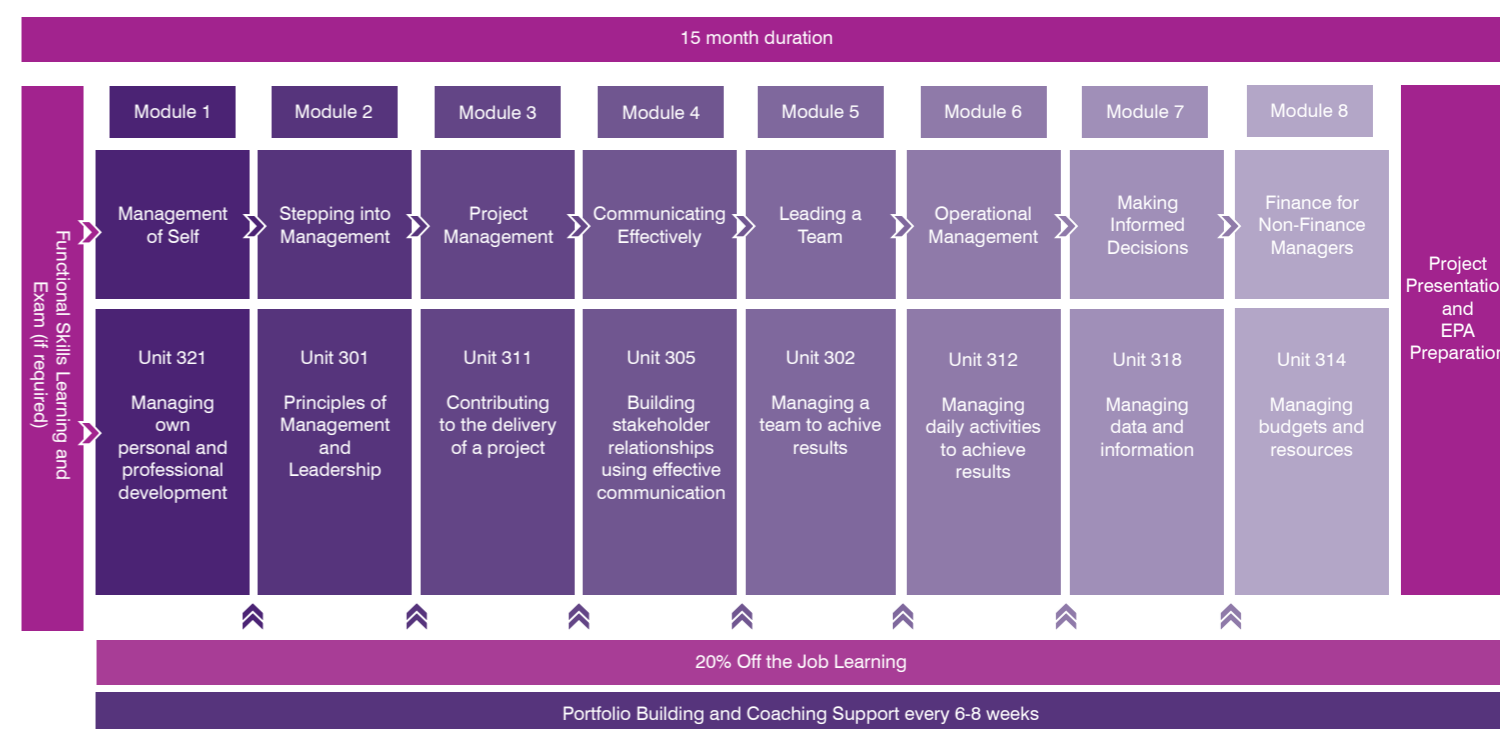
- Inclusive leadership: a delve into what this means is respective organisations.
- Sustainability: legal, governance, resource and budget implications
- Importance of data and decision making: how and why we use it and its impact.

How long will it take?

Our programme can be tailored to your requirements, for example, to cope with peak periods or seasonal demand. Typically our Level 3 Team Leader programme lasts 15 months.

Price

This programme can be funded via the Apprenticeship Levy (subject to eligibility) or purchased commercially. Please contact us for further details.



For more information visit:
activateapprenticeships.co.uk/activate-business-school/leadership-management-apprenticeship



LEVEL 5 OPERATIONS/ DEPARTMENTAL MANAGER PROGRAMME

Develop your teams ability to lead, motivate and inspire results through others with our Level 5 Management programme.

Who is it for?

An operations/departmental manager is someone who manages teams or projects, and the achieving operational or departmental objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in organisations of all sizes, your specific responsibilities and job titles may vary, yet the knowledge, skills and behaviours needed will be largely the same.

Key responsibilities may include: creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring. Roles may include:

- Operations manager
- Regional manager
- Divisional manager
- Departmental manager
- Specialist manager

Job role suitability

To help determine whether someone is working in a suitable job role to successfully complete this programme, they must have responsibility for:

- Creating operational/departmental plans and KPI's
- Recruitment, coaching and talent management
- Managing multiple teams or projects
- Achievement of the organisational strategy
- Partner, stakeholder and supplier management, including any negotiations

"I value the professional guidance I receive from my coach. Having somebody who pushes you further than you feel you can go really helps."

Andy Proper,
Operations Manager, ODS

What will be covered?

You will have the opportunity to develop core managerial skills, such as:

- Delivering operational excellence: Achieving excellent results through others, planning capacity
- Leading through innovation and change: Change communications, encouraging fresh ideas to improve results
- Managing and developing business relationships: Networking for success, stakeholder management, negotiation
- Managing finance and budgets: Operational budget controls, disseminated budget management, departmental reporting.

New from May 2024:

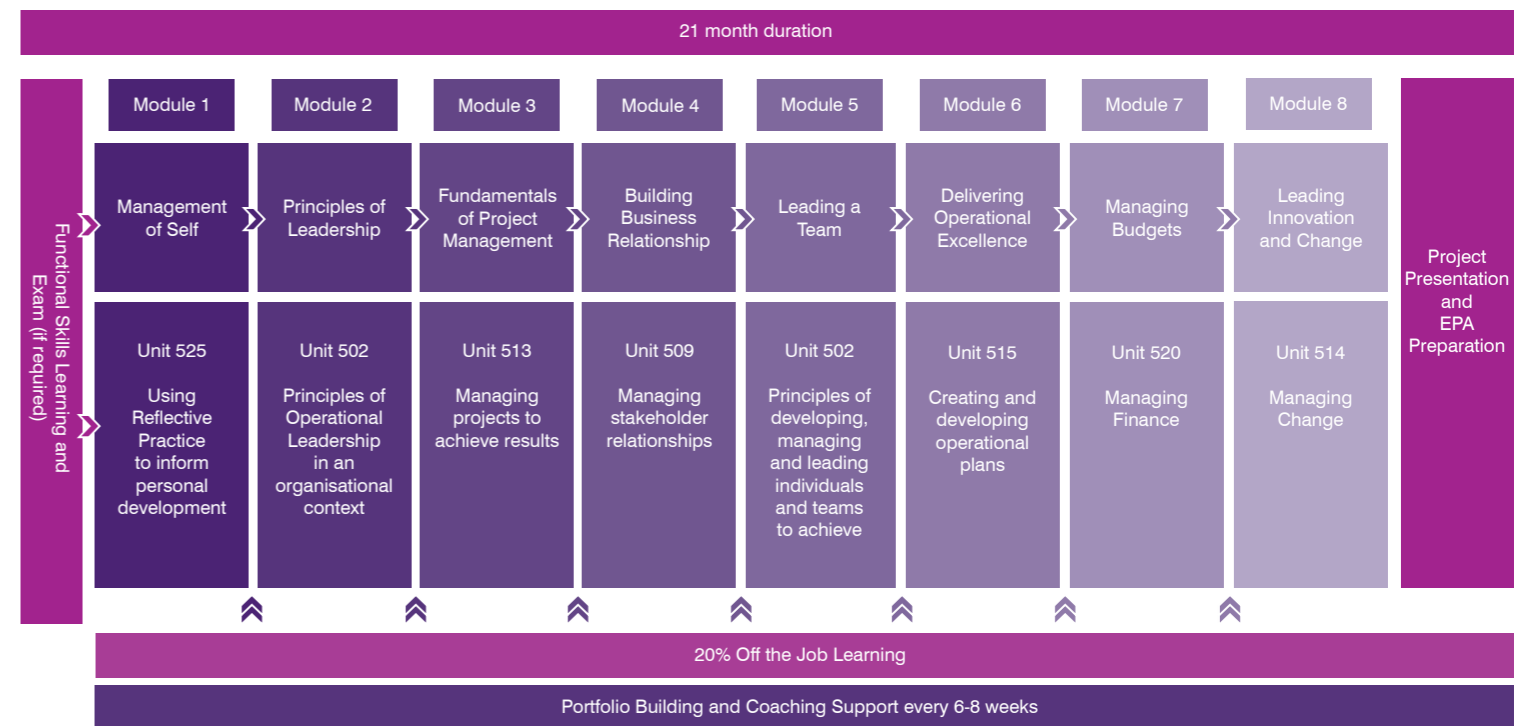
- Inclusive leadership: a delve into what this means is respective organisations.
- Sustainability: legal, governance, resource and budget implications.
- Importance of data and decision making: how and why we use it and its impact.
- Ethical approaches to the use of Artificial Intelligence: concepts, key principles.

How long will it take?

Our Level 5 Leadership programme lasts 18-24 months.

Price

This programme can be funded via the Apprenticeship Levy (subject to eligibility) or purchased commercially. Please contact us for further details.



For more information visit:

activateapprenticeships.co.uk/activate-business-school/leadership-management-apprenticeship



OUR APPROACH TO LEARNING

We have designed our programmes with our apprentices and employers in mind. We deliver learning through a blended approach which supports our Learning Philosophy and encourages individuals to fulfil their potential.

Our approach allows an apprentice to fit their learning around their job, access content whenever needed and allow time to digest and develop their knowledge, skills and behaviours.

Online Learning Portal - Activate Learning Online (ALO)

The programme is delivered via a blended approach providing apprentices with the opportunity to collaborate with members of their cohort, complete online learning modules and complete research which is relevant to the units being covered. The learning experience will include:

- Online learning
- Virtual workshops
- Pre and post activities
- Research
- Assignments to embed their understanding

Built-In Preparation Time

We have built in preparation time throughout the programme to develop confidence to pass the end point assessment.

A Performance Coach will be on hand to answer questions and to provide stretch and challenge to individuals at different stages of their programme.

Dedicated Performance Coach

An Activate Business School Coach will provide 1:1 support throughout the apprenticeship programme and their role is to:

- Provide a single point of contact for any questions or assistance
- Help an apprentice to build their portfolio as the programme progresses
- Meet apprentices and their line manager regularly to check on progress and agree targets
- Provide advice around the government's Prevent agenda and safeguarding

20% OFF-THE-JOB LEARNING

Since the introduction of the new style apprenticeships, it is a requirement that every apprentice spends at least 20% of their working time, or time at work, dedicated to off-the-job learning.

Here is an example of a typical month:

- Completion of our blended approach to learning through online learning and webinars (for the first 8-10 months only - after that, we offer remote support/assessment visits, circa 6 hours per month)
- 4-5 hours project work per week
- 8-10 hours of self-study/reading per month
- Up to 1 shadowing day per month to support personal development areas
- A dedicated Performance Coach will conduct 1:1 coaching conversations every 6-8 weeks'

Our sample month covers a total of 43 hours per month. This would cover more than the required 20% taking into consideration holidays, sickness and later months where there will be no workshops.

Line management involvement is incredibly important and they will be invited to a review meeting every 3 months with the Performance Coach and Apprentice to monitor progress and agree stretched targets.

The participant can top-up the 20% with extra self-study, sector specific webinars, conferences and/or audiobooks, in accordance with guidance from the skills coach.

Functional Skills - if required, will involve additional time, outside of the core 20% off-the-job learning.

Eligibility

Programmes are open for candidates who are already working in a managerial role: from supervisors or team leaders to senior managers.

You must not hold an existing qualification at the same or higher level than this apprenticeship in a similar subject.



ACTIVATE
BUSINESS SCHOOL

Part of
ACTIVATE
LEARNING

For more information

activateapprenticeships.co.uk/activate-business-school/leadership-management-apprenticeship

Email: apprenticeships@uk.gt.com

ACTIVATE BUSINESS SCHOOL
Technology Campus, Cuddesdon Way,
Oxford, OX4 6HN



Keep up to date:

 /ActivateApprenticeships

 @ActivateTweets

 Activate Apprenticeships



Grant Thornton