

Understanding Self-Management Skills

Programme Length:

This programme is delivered through one module in total, it's half a day course with a live tutor. After successful completion, you will receive a certification of completion.

Who is this programme for:

This programme is designed to help registered managers and other managers, such as; administration manager, training officer and team leaders with their practical continuing professional development.

Entry requirements:

- ✚ Employed and have a UK National Insurance Number
 - ✚ Must be aged 19 and above and working in adult social care in England
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Programme Structure

The programme is delivered through one interactive module covering the following objectives below;

- ✚ Module 1 to explore the understanding self-management, self-awareness and confidence, as well as establishing awareness of cultures that foster resilience.
 - ✚ Emphasis on how to deal with pressure and stress using wellbeing strategies including delegation. Whilst applying time management techniques and tools into the day-to-day work. Having a good understanding of integrity and how actions and words influence others.
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Benefits of undertaking the Understanding Self-Management Skills

- ✚ It will help managers to understand how successful behaviours and practical strategies can support them in their day-to-day work. As well be challenged to put these into practice, boosting their capacity to lead and manage effectively.
- ✚ Will help managers to tackle isolation, manage time, build resilience and ensure wellbeing.
- ✚ Fully Funded CPD Management Programme



Delivery of Teaching and Learning

- ✚ Registered onto Go To Training an online virtual training platform which will include a combination of live presentation via video conferencing, interactive activities, break out rooms real time engagement and discussions. Where participants will be challenged to put their learning into practice.
- ✚ Each module will have a workbook that provides the teaching and learning needed to complete the assessment. The workbook includes interactive activities and links to videos and further learning.
- ✚ When you have completed each module, they will be directly sent to a tutor for marking. Once your feedback is completed you will be notified by email and provided with your feedback.
- ✚ Each module will emphasis on reflection, helping managers to learn from their day-to-day experiences and think about how they can do things differently or get better at recognising what they will do well.
- ✚ Regular monitoring and support throughout the programme that ensures progress happens in a timely manner. We are supportive of participants who experience unforeseen or challenging circumstances and work to help you resolve issues to ensure successful completion.

Feedback from previous participant's – what they had to say

Managers:

"The course challenged me to first understand my beliefs and values and then the characters of my staff to enable me to create an environment conducive for growth and productivity". "I am glad I opted for this course it was worth attending"

"I will make changes to my organisation from today's course. Am looking forward to establishing good communication with the staff and be a better leader"

Team Leaders / Senior Coordinators:

"I learnt a lot from the course. They are areas that am going to improve as a leader based on what I learnt today"

"I looking forward to do more trainings with Access Skills as my development at work relies on the knowledge and skills, I am acquiring through them"



Progression on completion of the programme:

Leaders who participated in this programme can progress to the following:

Further Education

- Level 4 Diploma in Adult Care
- Level 5 Diploma in Leadership and Management for Adult Care

Employment:

- Deputy Manager
 - Care Supervisor
 - Care Team Manager
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Funding

- ✚ Adult Social Care employers in both CQC regulated and non-regulated care settings will be eligible to apply for funding.
- ✚ Employers must be registered and have completed the Adult Social Care Workforce Data Set Adult Social Care Workforce Data Set in order to be eligible for reimbursement and have expressed their interest to be invited to use the new digital online claims service from NHSBSA express their interest in being invited to use the service by completing this form
- ✚ Employers can claim up to £135 per staff of the reimbursement once the programme is completed, from Learning and Development Support Scheme Learning and Development Support Scheme for the adult social care workforce: a guide for employers - GOV.UK (www.gov.uk)
- ✚ This can be used for new and existing staff.

