

# FACT3™

## The Academy.



### Leadership Programme

### Course Details

TRAIN, RETAIN AND DEVELOP | PEOPLE TRAINING DEDICATED TO SMEs

# COURSE OVERVIEW

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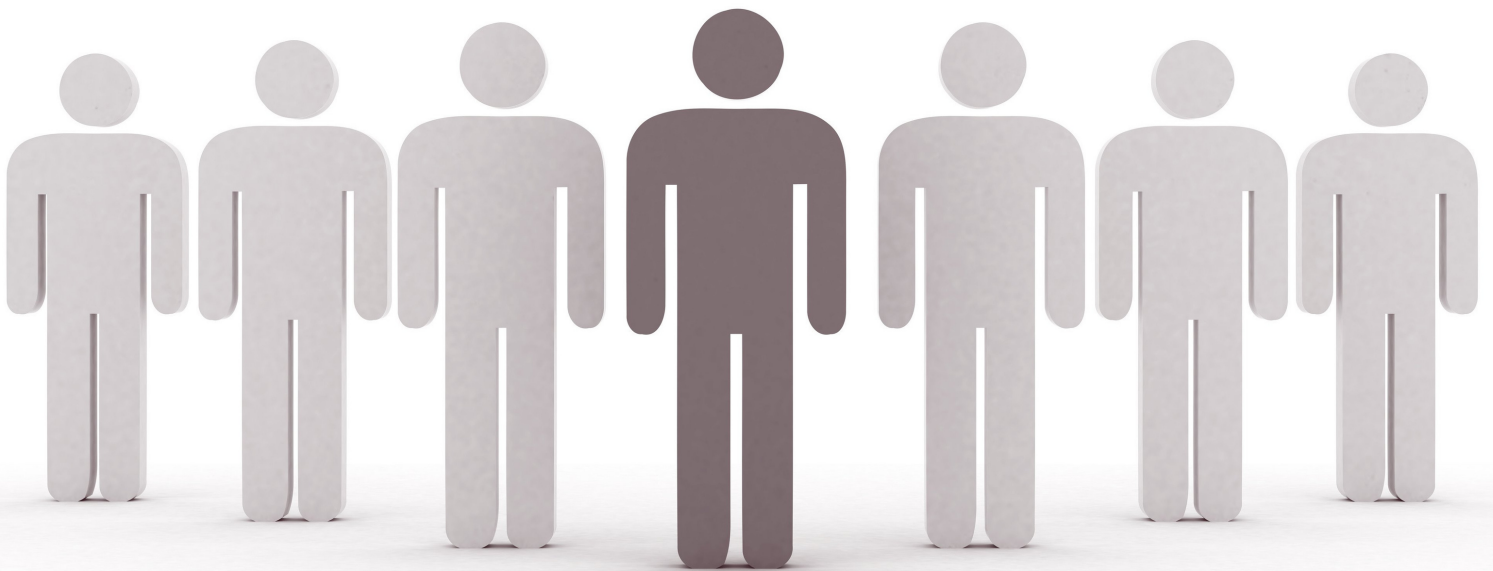
The Fact3 Leadership Programme, delivered in 8 distinct sessions, uncovers the myths of leadership in a highly personalised environment.

The programme has been designed to guide those moving into, or acting in, senior management or board positions. The 8 sessions provide discussion, debate, thought provoking knowledge and personal growth to develop strategic insight, know-how and interpersonal skills to lead with confidence.

## COURSE CONTENT

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- Harnessing Your Inner Leader
- A Clear Direction
- The Importance of Strategy
- Finance for Non-Financial Managers
- Business Model's and Managing Change
- High Impact Communication
- Driving Performance in Others
- Employee Engagement



# STEP 1 - HARNESSING YOUR INNER LEADER

## CONTENT

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- Outline of the programme
- Your behavioural profile, preferred learning style & personal learning objectives
- Growthy Mindset
- Manager V Leader
- Personal Effectiveness
- Being a Good Leader
- What a good leader does
- Understanding the affect of change on your people
- Motivating your team
- Communication & culture
- The power of strategy, decision making and implementation

# STEP 2 - A CLEAR DIRECTION

## CONTENT

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- Delivering Sustainability & Growth
- Overview of the key components
- Business Strategies
- Organisational Structure
- SWOT
- Business Reporting
- Accountability, Authority and Responsibilities
- Management by Objectives
- Overview of Change Management
- Innovation: identifying opportunities, generating ideas, machining innovation work

# STEP 3 - THE IMPORTANCE OF STRATEGY

## CONTENT

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- What is "Strategy"?
- Successful Organisational Strategy
- Defining strategy and Strategic Thinking
- Common misconceptions
- 21st Century Business Environment & the 4 megatrends
- 21st Century Strategic Drivers and Innovation
- Business Model Design
- High Level Structure
- Crafting Value Propositions
- Customer Facing V Infrastructure
- Business Model Environment, validation and testing
- Applying Strategy & Business Models

# STEP 4 - FINANCE FOR NON-FINANCIAL MANAGERS

## CONTENT

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### **Financial Information & Decision Making**

- The Language of Finance
- Common tasks that rely on financial information
- Know the 3 significant drivers of business
- Difference between profitability and cash flow

### **Using Financial Information for Business Planning & Control**

- Content & format of management accounts & how to analyse
- Understand different types of costs
- Access how costs impact decision making
- Review and plan ahead with budgets
- Proactively manage variances in business activity

### **Key Performance Indicators**

- Understand the major impact on business performance using key drivers
- How to determine appropriate KPIs
- Assess alignment with business strategy

# STEP 5 -BUSINESS MODELS AND MANAGING CHANGE

## CONTENT

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- Business Change Principles
- The degrees of change
- Distinction between Business and IT Change
- Business & IT Alignment
- External & Internal Change Analysis
- Business Improvement Definition
- Business Change Design
- Change Implementation
- Benefits Management
- Evaluation

# STEP 6 - HIGH IMPACT COMMUNICATION

## CONTENT

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- The Importance of Effective Communication
- Wants v Needs
- Open v Closed Questioning Techniques
- Keeping an open mind and asking good questions
- Introverts & Extroverts
- Adapting your style
- Active Listening
- Body Language- Interpreting and Applying
- Emotions- Emotional Awareness, The Four Worlds

# STEP 7 - DRIVING PERFORMANCE IN OTHERS

## CONTENT

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- Managing Performance
- Ethics
- Organisational Structure
- People
- Maximising Performance
- Conflict Management
- Reducing potential for conflict
- Dealing with conflict
- Having “that” chat
- Effective exiting of employees

# STEP 8 - EMPLOYEE ENGAGEMENT

## CONTENT

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- Engaging the generations
- Understanding Employee Engagement
- The Engagement Bridge™ and building it!
- Communication
- Clear Purpose & Values
- Leadership
- Management
- Job Design
- Learning
- Recognition
- Pay & Reward
- Workspace
- Wellbeing

# FORMAT, PRICE & BOOKING

## DATES

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w/c 30th March - [Online](#)

## COURSE FORMAT

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### **Online - 8 weeks 1 session per week**

- Live interactive training facilitated by a Fact3 Academy trainer via Zoom.
- Break out rooms and interactive exercises to bring Learning to Life.
- Small groups up to 10 delegates.

### **In Person - 8 weeks 1 session per week**

- Training can be delivered at your premises or off-site at our unique training suite.

## PRICE

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### **Per Person:**

£2000 + VAT

**20% group discount for 5 or more people**

[Book now](#)