

A Guide to the Civil Service Local Leadership Modular Academy for Applicants and Their Line Managers

What is the Leadership Modular Academy?

The Academy is a cross-departmental opportunity, open to AA/AO and equivalent grades and new first time managers. The [Brilliant Civil Service](#) vision says that we need effective leaders who are inspiring, confident and empowering and who live our values and that we will develop skilled people who are high-performing, adaptable and take personal responsibility. This programme is intended for those who have shown potential to become a manager and leader but could benefit from further development.

The programme is for 12 months and consists of action learning modules in Collaborating and Partnering; Communicating, Leading and Building Capability and includes elements of other competences as well as [the civil service leadership statement](#).

Participants will be supported by a mentor from another government department and take part in a group project and job shadowing opportunity.

Why Have a Cross-departmental Leadership Development Programme?

The programme is designed as another option for civil servants alongside existing Departmental Programmes. The key difference is that it is open across the whole Civil Service in the North East, Yorkshire and the Humber. This enables participants to develop skills that can be transferred between departments and establish networks to develop an appreciation of the civil service 'bigger picture'. This is increasingly important as CS Jobs and the Competence Framework have opened up civil service wide opportunities.

The programme is designed to create leadership development opportunities and to facilitate collaborative working and encourage sharing good practice.

What Is Expected of Participants?

Those selected for the programme need to demonstrate a clear commitment to their development. Participants will be expected to keep an up to date learning log which will include a Personal Development Plan.

Time Commitment - The programme is for 12 months. Participants, line managers and mentors are expected to attend a half day launch event in January 2017. Participants will then attend four two-day learning workshops between February and June 2017, followed by a minimum of 1.5 days a month to work on a group project. There is a one-day mid-project review in September and a final celebration event in December 2017. They will also meet with their mentor for a minimum of 1 hour a month.

Participants will attend the launch and modules for either the North East in Newcastle or Yorkshire and the Humber in Leeds and pencil the dates below in their diaries now. Participants cannot transfer between locations.

Academy	Yorkshire and the Humber	North East
Launch	12 January 2017	17 January 2017
Module 1	1 to 2 February 2017	14 to 15 February 2017
Module 2	8 to 9 March 2017	21 to 22 March 2017
Module 3	W/C 24 April 2017	15 to 16 May 2017
Module 4	W/C 5 June 2017	13 to 14 June 2017
Group Project	1.5 days a month June to December	
Mid Project Review	1 Day in September 2017	
End Year Review	1 Day in December 2017	
1 Job Shadow	1 Day During the Year	
Mentoring	1 Hour Monthly Mentoring Meeting Throughout	

What is Expected of Line Managers?

Line managers need to endorse the final section of the candidate's application form. If you believe that the applicant is unsuitable please do not endorse the form. Applications not supported by line management will not be accepted.

You are asked to comment on the candidate's suitability for the programme. We are looking for people who have shown potential but still have scope to be further developed. Someone who is fully competent in all skill areas will not necessarily benefit from the programme.

If your member of staff's application is successful, then it is expected that the line manager will be fully supportive of the programme and the commitment that this involves for both.

Time Commitment - The programme is for 12 months. It is expected that successful candidates will be released to participate in the timetable below.

During the whole year participants should be allowed at least 1 hour a month to meet with their mentor and ensure they complete their learning log, so they continually make the most of the programme. We will ask their mentor to offer them the opportunity to job shadow them for a day at some point in the year.

The line manager is critical in supporting their member of staff to get the maximum benefit from the programme. This includes having regular meetings with them to discuss progress, offer support, encouragement and guidance and discuss any issues arising from the programme.

Managers are expected to attend a launch event with their participant and mentor. Please pencil in your diary the appropriate date of 12 January 2017 for Yorkshire and Humber event or 17 January 2017 for the North East.

Civil Service Local is committed to ensuring that wherever possible our events are accessible to all participants. If you have any specific requirements, please let us know and we will endeavour to make any reasonable adjustments.