

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 EO managers. The [vision for the civil service](#) 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 based on the four pillars of the [vision](#): Skilled People, Effective Leaders, A Great Place to Work and Improved Outcomes. It also includes elements of the Competence Framework - Collaborating and Partnering, Communicating, Leading and Building Capability, as well as [the civil service leadership statement](#).

Participants will be supported by a mentor from another government department and will 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 2018. Participants will attend four two-day learning workshops up to April 2018, and then a minimum of 2 days a month for a group project. There

is a one-day review in September and a final celebration event in December 2018. 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. Pencil the dates below in their diaries now. Participants cannot transfer between locations.

Academy	Yorkshire and the Humber	North East
Launch	18 January 2018	16 January 2018
Module 1	30 to 31 January 2018	01 to 02 February 2018
Module 2	27 to 28 February 2018	19 to 20 February 2018
Module 3	W/C 19 Mar 2018	19 to 20 March 2018
Module 4	W/C 16 April 2018	16 to 17 April 2018
Group Project	2 days a month May to December	
Mid Project Review	1 Day in September 2018	
End Year Review	1 Day in December 2018	
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. The programme is not for colleagues who have had training or learning outline in Annex A or have more than a year's experience in a management role either internally in the civil service or externally.

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 can 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 18 January 2018 for Yorkshire and Humber event or 16 January 2018 for the North East.

Launch

Delegates, their line managers and mentors a half day launch event to meet the facilitators and each other.

Delegates are placed in groups of 8 called 'Families' each with a family facilitator to support them through the programme.

Four Two-Day Modules, Including:

Learning Styles;
Personality Types;
Introduction to Feedback;
Group Exercises;
Civil Service Vision;
Civil Service Leadership Statement;
Theories and practice of leadership, motivation and transition;
Introduction to pitching and presentation Skills;
Development of a group "family" project idea;
Group presentation of idea to Academy and senior managers;
Introduction to project planning and management;
Career Development.

Project

'Families' develop an idea for a group project over the modules and work together on the project in the 6 months following this (2 days a month).

Mid Project Review

1-day event to review progress on project and refresh plans.

Academy End Celebration Event

Half-day event for group presentations of projects and what has been gained from participation in Academy. Attended by line managers and mentors.

Please Note:

The topics are tasters and the programme is not aimed at people who already have had training or learning in these areas or have more than a year's experience in a management role either internally in the civil service or externally.

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.