

## **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 EO with little or no experience of management. The [Civil Service Leadership Statement](#) says that we need effective leaders who are inspiring, confident and empowering and the [vision for the civil service](#) aspires to develop effective leaders and 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 has 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 February 2019. Participants will attend three two-day learning workshops up to May 2019, and then a minimum of 2 days a month for a group project.

There is a one-day review in September, a career development day and a final celebration event in December 2019. They will also meet with their mentor for a minimum of 1 hour a month and job shadow them for a day.

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.

| <b>Academy</b>      | <b>Yorkshire and the Humber</b>               | <b>North East</b>       |
|---------------------|---|-------------------------|
| Launch (0.5 Day)    | 26 February 2019                              | 27 February 2019        |
| Module 1 (2 Days)   | 12 and 13 March 2019                          | 6 and 7 March 2019      |
| Module 2 (2 Days)   | 16 and 17 April 2019 (TBC)                    | 3 and 4 April 2019      |
| Module 3 (2.5 Days) | 7, 8 and 9 May 2019 (TBC)                     | 30 April and 1,2 May 19 |
| Career Day          | TBC   |                         |
| Group Project       | 2 days a month June to December               |                         |
| Mid Project Review  | 1 Day in September 2019                       |                         |
| End Year Review     | 1 Day in December 2019                        |                         |
| 1 Job Shadow        | 1 Day During the Year                         |                         |
| Mentoring           | 1-2 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 outlined 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 above.

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 note these will be in February 2019.

### Launch

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

Delegates are placed in groups of 8 called 'Families' 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 during 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.

### Career Development Day

1-day event to consider further development opportunities and options.

### Academy End Celebration Event

Half-day event for group presentations about projects and what has been gained from participation in Academy. Also 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.