

## **CUHP Leadership Programmes**

### **Learning to Lead – May –December 2016**

#### **1.0 Information for applicants**

The Learning to Lead programme is a CUHP leadership programme, which is delivered at postgraduate certificate level (one module equivalent).

To apply please go to [www.cam-pgmc.ac.uk/courses/L2L2016](http://www.cam-pgmc.ac.uk/courses/L2L2016) Please note that you will be required to register on the website first in order to create your account. You will then be able to book the course online once you have created your account. This course takes online bookings only.

You will need to be prepared for the level of commitment the programme involves through personal study, face to face workshops and experiential learning.

#### **2.0 Brief programme overview (see also more detailed programme overview)**

- This programme will provide opportunities for developing personal leadership impact and for acquiring an inspiring, practical and resourceful leadership style, which together will help to equip you in your current and future leadership roles.
- You will be supported to enhance the skills needed to be a great leader, including inspiring others, making informed decisions and focusing even more on the patients, service users, carers and families you support, while learning how to make the NHS values even more central to your daily role and working environment.
- This flagship programme has been created by internationally renowned business and academic experts: the Judge Business School, CUHP leadership faculty and other external experts.
- You need a first degree to access this programme.
- The strong practical focus means you can apply your new skills immediately, making a difference for your colleagues as you learn.
- Learning is delivered through a combination of face-to-face and self-directed learning to fit around your schedule.
- Having successfully completed this programme you will receive a certificate of completion and have the opportunity to publish a service improvement project.

#### **3.0 Eligibility criteria**

The programme is designed for newly appointed consultants or consultants who have been appointed within the last five years and non-medical equivalents, including modern matrons and clinical specialists at Band 8 or above.

You will need to have the support from your supervisor or line manager to be eligible to apply and be able to attend all face-to-face workshop sessions, and funding support from your organisation.

Places are primarily for CUHP partner NHS trusts and other NHS trusts in Cambridgeshire & Peterborough. Depending on applicant numbers places may be made available to other parts of the Eastern region.

You will need to have:

- **One of the following healthcare qualifications:** a bachelor's degree, masters degree, nursing or doctor qualification, professional or vocational qualification at QCF level 6, or chartered status from a chartered body.
- **Relevant work experience:** To check that your experience makes you eligible, you will need to complete and submit the application form providing details with your application.

#### **4.0 Application**

Application requirements include;

- A summary CV
- A supporting statement by means of three answers on the online application form (a suggested maximum of 200 words per answer and preferably a total of only 300 words overall)
- Written sponsor support (line manager or clinical supervisor)

We are keen to hear about how you believe this programme will help you in your leadership role and also about any early ideas for your service improvement project.

It is vital that you have discussed your attendance with your supervisor/manager so that you have the support of your organisation and are certain that this is the right development activity for you.

#### **5.0 Interviews**

All shortlisted applicants will be offered and expected to attend for an informal interview. The interview is arranged so that the course directors can be assured of your suitability and preparedness for the programme, but also to provide you with an opportunity to ask any questions about the programme

#### **6.0 Time commitment**

The programme consists of;

- Pre programme-reading
- Leadership self-assessment
- Eight days of taught workshops (attendance at all of these is required), including
- A one day leadership simulation workshop

- Self-directed study and assignments where required
- A completed service improvement project
- Experiential leadership learning – a minimum of 8 hours of such learning of which at least 50% should be through engaging in coaching with an accredited coach (participants will be provided with access to the East of England Coaching register). Other activities include mentorship, shadowing, exchange visits, and project/group leadership.
- Participation in a showcase event to present your service improvement project to sponsors
- You should expect to spend 5 to 6 hours learning activity each week.

You'll be reading articles, watching videos and taking part in discussions, all designed to stimulate your thinking and help you to develop as a leader.

## **7.0 Gaining your sponsor's support**

You must have the full support of your sponsor (supervisor/line manager/senior colleague) to attend the programme. Ideally, you should have had an appraisal or similar personal development conversation within the past year where your aspirations to develop your leadership skills were discussed and agreed, but we recognise that formal appraisals may not have taken place for everyone. Please make sure you have had a discussion with your supervisor or line manager about joining this programme.

Your authorising sponsor is the person who can agree to your attendance, authorise your study leave and who is able to commit to meet the programme costs for you (in full or in part).

We expect that you will have discussed and agreed with your sponsor, your outline idea for working on a real work-based service improvement project. In all cases, your sponsor will need to confirm their support.

## **8.0 Costs**

The cost of the programme is £1800 to include all programme activities and materials.

This is why it is important that you have full support to attend the whole of the programme, which includes the face to face workshop sessions, and supporting your workplace project. If you need to withdraw in the time period between being allocated a place and the start date, we will endeavour in all cases to fill your place from the waiting list. In all cases we would expect 4 weeks notice in order to be able to reallocate the place.

## **9.0 Programme dates: see below.**

### **Programme Clinical Lead**

Dr Clive Lewis

### **Programme Director**

Chris Wilkinson

## **CUHP Leadership Programmes**

### **Learning to Lead Programme**

#### **Programme Dates 2016 – subject to confirmation with speakers**

<b>Date</b>	<b>Topic</b>	<b>Venue</b>
Day 1 (half-day) 2.00-5.00 Thursday 5 <sup>th</sup> May 2016	Introductory session	The Cambridge Belfry, Cambourne, Cambridge
Day 2 – Wednesday 25 <sup>th</sup> May 2016	Self-awareness and personal leadership qualities	The Cambridge Belfry, Cambourne, Cambridge
Day 3 – Thursday 16 <sup>th</sup> June 2016	Leading Teams	The Cambridge Belfry, Cambourne, Cambridge
Day 4 – Tuesday 12 <sup>th</sup> July 2016	Self-awareness and personal leadership qualities	The Cambridge Belfry, Cambourne, Cambridge
Day 5 (Delegates choose one of the two days. Dates to be confirmed)	Leadership simulation	Cambridge Simulation Centre, Addenbrookes Hospital, Cambridge
Day 6 – Wednesday 28 <sup>th</sup> September 2016	Leading teams	The Cambridge Belfry, Cambourne, Cambridge
Day 7 – Thursday 20 <sup>th</sup> October 2016	Leading for improvement	The Cambridge Belfry, Cambourne, Cambridge
Day 8 – Tuesday 1 <sup>st</sup> November 2016	Leading for improvement	The Cambridge Belfry, Cambourne, Cambridge
Day 9 (half-day) 12.00 to 5.00, Wednesday 14 <sup>th</sup> December	End of programme celebration and poster presentations	The Cambridge Belfry, Cambourne, Cambridge