



## Who is the programme meant for?

The modules which make up the programme are designed to develop the leadership skills of employees within any organisation. This could range from a team leader within a call centre or manufacturing unit to a subject head within a school or college. The programme is also ideal for those who are returning to work and who want to enhance their skills.

## When and Where will I be able to study?

Five partners have come together to develop the programme; each bringing a specific area of expertise in Leadership and Management.

Bolton Business School  
The Manchester College  
Wigan and Leigh College

Bury College  
Skills Solutions (Manchester)

The modules are studied on a part-time basis but the innovative teaching and learning methods being used will mean that most of the modules have limited face to face contact with tutors. Most or all of the learning occurs within the workplace. If a workshop is needed within a module this will take place at one of the partners most conveniently located to the majority of the learners.

**There are no set start dates for the modules; each module can begin as soon as a group of learners have been identified.**

## What topics make up the programme?

The titles of each of the modules, the partner teaching it, the number of credits earned by passing the module and the academic level of each module are given below. All of the modules are at the Higher Education (HE) level, with HE4 corresponding to first year degree level, HE5 second year degree and HE6 final year degree.

**The University of Bolton, Business School**  
Supporting and Leading Teams (20 credits at HE5)  
Business Project (20 credits at HE6)

**Bury College**  
Creative Leadership (20 credits at HE5)

**The Manchester College**  
Strategy and Culture (20 credits at HE5)

**Skills Solutions Ltd (Manchester)**  
Communications at Work (10 credits at HE4)  
Reflective Practice in the Workplace (10 credits at HE4)

**Wigan and Leigh College**  
Performance Management (20 credits at HE5)





## Will I be able to cope and what will I learn?

The level 4 modules act as an important access route into the programme by giving learners the essential skills and confidence to be successful in the subsequent HE studies. Delivered entirely within the workplace these modules ensure that learners both understand and are comfortable in using the various communications mechanisms operating at work. The importance of team work and team working skills is stressed and the learner develops the ability to study independently, reflect on their own learning and construct and maintain a personal development plan.

**Performance Management** - objective setting, work planning and allocation, the assessment of workplace performance, dealing with capability issues, personal development and disciplinary/grievance procedures.

**Supporting and Leading Teams** - team building, characteristics of effective teams, group versus team working, leadership styles and approaches (including action-centred and situational leadership); leadership linked to learning styles.

**Creative Leadership** - development of the skill set needed to lead a team, organisational impact of different creative leadership styles, the relationship between entrepreneurship creativity and innovation, barriers to creativity within organisations.

**Strategy and Culture** - initial focus on the learner's own workplace with respect to leadership strategies; subsequent broadening to gain an appreciation of other workplace contexts.

The HE6 module, **Business Project**, provides learners with the opportunity to integrate the knowledge, skills and understanding from the previous modules through a business related project within their own workplace. The project must be linked to a new or emergent work-related activity so that the learner fully researches the scenario and then develops an implementation plan to support the new approach or change situation.

## How will my learning be supported?

There is an identified tutor in charge of each module who will support the work-based learning, making contact with each learner by telephone, eMail, through the web-based learning support platform, Moodle or through visits. Extensive e-learning materials will be available to support the learner, using the Moodle virtual learning environment, including links to Learning Through Work resources. Moodle will also enable learners to communicate with each other and with their tutors. On-Campus tutorials and group sessions will be organised, as required and held at locations convenient to the learner cohort.

The assessment methods used will vary between modules and comprise a wide range of activities, including work-based reports, learning logs, reflective journals, project write-ups and presentations.

## What does the learning lead to and How much will it all cost?

The successful completion of each module results in a formal certificate identifying the **professional development credits** achieved. Learners who have passed both of the level HE4 modules, two of the level HE5 module and the HE6 module will be awarded with the **CPD Advanced Diploma in Creative Leadership and Management**. This will enable the learner to progress onto postgraduate management studies at the University.

Because the partnership can draw down government funding to support the programme, the fees charged are heavily subsidised and so a 20 credit module only costs £236 in the 08/09 academic year and a 10 credit module £118. This represents only 28% of the real programme costs.

## I am interested, How can I find out more?

Contact Jennifer Markey at the Bolton Business School: tel: 01204 903658 eMail: bus1@bolton.ac.uk