



## **Inspiring Leadership - developing your skills to become an effective leader**

'Inspiring Leadership' is an exciting programme for middle managers and team leaders to develop their leadership and influencing skills. Organised by SWRLS, the programme gives participants the opportunity to network with library colleagues in various sectors across the region e.g. public, academic, health, schools and specialist. It will be delivered by Diana Edmonds, Bridgford Consultancy who has many years' experience of delivering a similar programme in the East Midlands.

Twelve places are available on the programme which includes 3 full-day training sessions and 2 virtual classroom sessions, held between October 2019 and summer 2020.

### **Learning Outcomes:**

By the end of the programme, participants will:

- Be confident in the leadership aspects of their role
- Provide effective leadership during times of change
- Understand the impact of their leadership style, adapting their approach to achieve results with different people
- Develop influencing strategies for their team, managers, colleagues and partners
- Use creative approaches to encourage innovation and service development
- Demonstrate partnership and advocacy skills in the libraries/archives context.

### **Overview of the programme:**

Pre-course reading & tutor contact	Clarify development needs. Reflections on management, leadership & change	October 2019
Days 1 & 2	Leadership style for influencing, teambuilding & leading change	6 & 7 November 2019 (hotel overnight on 6 November included)
Virtual classroom via WebEx (max. 2 hours)	Conflict & Collaboration	tba – December 2019 or January 2020
Day 3	Partnership working & advocacy – being creative	11 February 2020
Virtual classroom via WebEx (max. 2 hours)	Review - What's made a difference?	tba – June/July 2020

## Programme headlines:

### Pre-course

Contact with trainer to clarify development needs and answer any participant questions  
Pre-reading and reflection on management, leadership and change

### Day One

Introductions & making the most of the programme  
Successful leadership characteristics in LIS  
effective leadership during change  
Communicating change to a diverse workforce  
Supporting team members & colleagues through change

### Day Two

The effect of leadership behaviour on the team  
Your leadership style (review of profiles)  
Facilitating team-working to achieve team goals  
Influencing others

### Virtual Classroom: Conflict and Collaboration

Building on 'Influencing skills' on Day 2, tools and techniques for preventing and effectively managing conflict situations.  
The importance of different conflict modes or strategies  
The online classroom is a bridge between Days 2 and 3 (partnership working and advocacy)

### Day Three

Identifying & managing your stakeholders  
Advocacy in the LIS environment  
Partnership working - important principles  
Cross-sectoral working - opportunities  
Thinking differently - creativity and innovation in service development and problem solving



### **Related knowledge and skills:**

The programme supports learning around the following CILIP PKSB (Professional Knowledge and Skills Base) categories:

- 9. Leadership and Advocacy:
  - 9.1. Leadership skills;
  - 9.3. Advocacy;
  - 9.5. Partnership development;
  - 9.6. Influencing key stakeholders;
  - 9.7. Working with decision makers.
- 10. Strategy, Planning and Management:
  - 10.8. People management;
  - 10.10. Change management.

It will also contribute as evidence towards professional registration and revalidation, as appropriate.

All those participating will receive a certificate of attendance/achievement.

### **Facilitator:**

Diana's first choice clients are libraries and information staff! She has relevant experience, having worked for 10 years in Nottinghamshire Libraries as both line manager and Staff Development Adviser.

She designed and delivered 'Motivate, Learn, Lead' for Libraries and Information East Midlands (LIEM) which (constantly updated and refreshed) has run for 12 consecutive years.

Delegates comment on Diana's approachable, positive and energetic style.

Diana will use a variety of learning methods to meet the needs of different learning styles. She's accredited by the Learning & Performance Institute as an Online Learning Facilitator and is positive about virtual classroom as a complement to traditional face-to-face learning. It provides clear benefits in reduced travel, time and costs.

Please get a flavour of Bridgford Consultancy from the company's website

[www.bridgfordconsultancy.co.uk](http://www.bridgfordconsultancy.co.uk)



### **Application process:**

All participants will meet the following criteria:

- Have experience of leading people and/or services either through line management or project work;
- See themselves as future leaders;
- Be employed in library or information services in the geographic area covered by SWRLS CIO;
- Have the commitment and ability to put their learning into practice;
- Be willing to commit time to pre and post module work through reading and sharing information/experiences with other participants;
- Have commitment to attend all sessions;
- Have the support of their manager and be able to identify someone who will act as their mentor.

### ***Participants must be able to attend all sessions.***

The cost of the programme includes accommodation on 6 November at the [Queens Court Hotel, Exeter](#) to include lunch and dinner on 6 November and breakfast and lunch on 7 November. The cost does not include travel to and from the venue, nor personal expenditure e.g. drinks with the evening meal. These are the responsibility of the participant. The venue for the 11 February has not yet been determined. It is likely to be Exeter, but may change depending on the home location of the participants.

The cost of the course has been heavily subsidised by SWRLS CIO for SWRLS members, who will have preference for places. Cost: £200 for members, £600 for non-members.

See below for application format, which includes the need for an endorsement from an appropriate, named, senior manager which shows how you will be given support before, during and after the programme.

**Applications must reach [director@swrls.org.uk](mailto:director@swrls.org.uk) by Monday 16 September, 2019.**

All applications will be acknowledged and the offer of a place on the programme will be confirmed during the first week in October after consideration by members of the SWRLS CIO Board of Trustees, whose decision is final. Please keep all the dates clear until that date.

*If you would like any further information about the programme please contact Shelagh Levett [director@swrls.org.uk](mailto:director@swrls.org.uk) or 07947636301*



## How to apply:

Please send your application to [driector@swrls.org.uk](mailto:driector@swrls.org.uk) by **16 September 2019**.

Details required:

From the applicant:

- Name
- Job title
- Library/information service.
- Work postal address
- Work telephone number
- Mobile no. (for emergency contact)
- Email contact
- In **no more than 300 words (in total)** please answer the following questions:
  - What are your current strengths?
  - What are your development needs as a future leader?
  - How will you apply learning from the programme in your current role?
- Please **sign** and date the declaration - electronic signature is fine. By signing, you confirm that, if selected, you will commit to attending all the sessions.

In the same application, please provide the following endorsement from an appropriate senior manager:

From the manager:

- In **no more than 300 words (in total)** please provide a supportive statement answering the following:
  - Why do you think the applicant will benefit from this programme?
  - How will you support the applicant before, during and after the programme?
- Please also confirm that you are able to guarantee that the applicant will be able to attend all sessions.
- Name
- Position
- Date

Personal data will be managed in accordance with the [SWRLS CIO GDPR Policy](#)

## **SWRLS (South Western Regional Library Services) CIO**

Uniting, inspiring and collaborating across libraries, information services and cultural organisations in the South West.

SWRLS CIO Registered Charity Number: 1176414