



Leadership & Management –
Values, Culture, and
Performance.



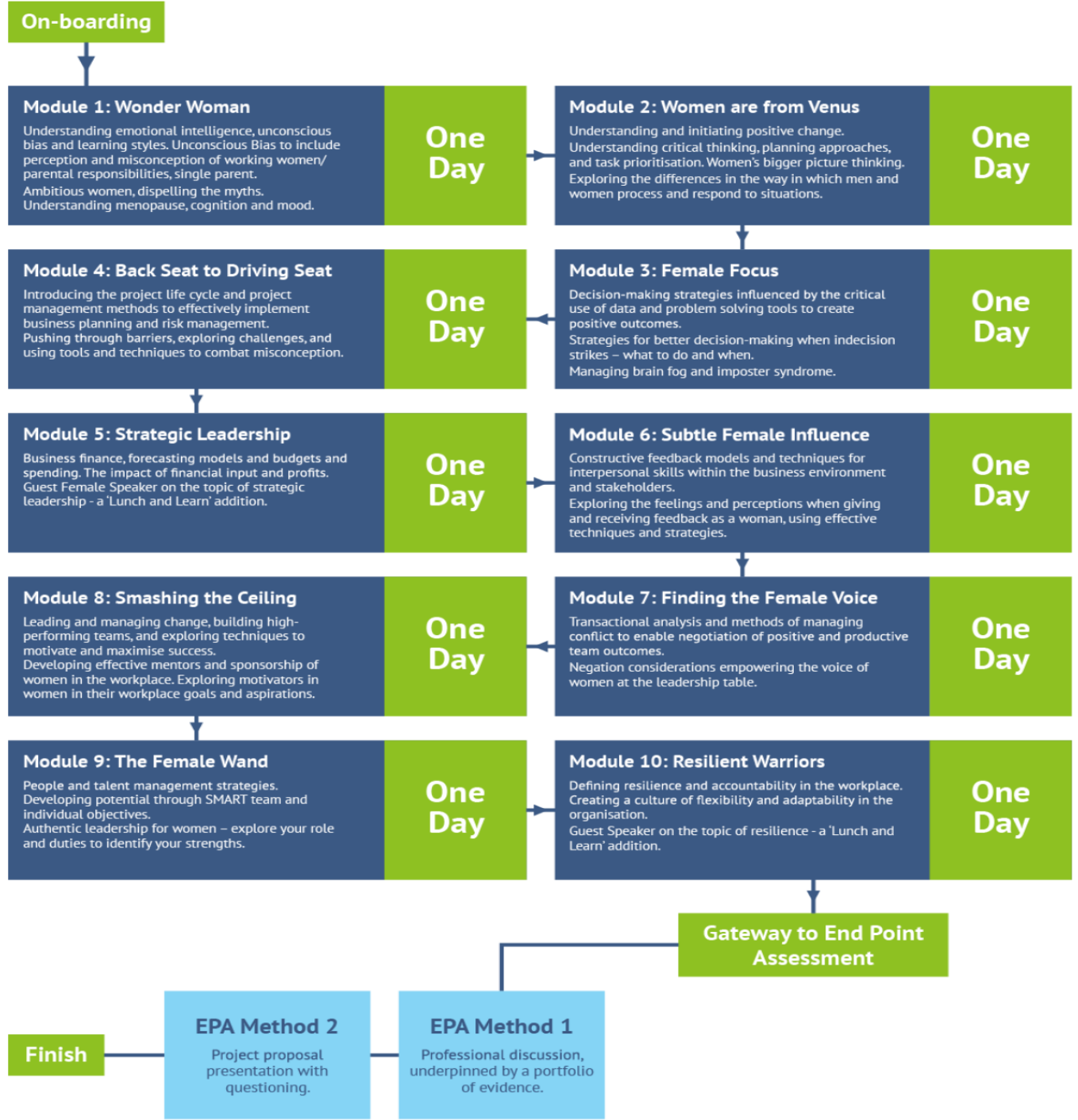
Leadership & Management

Strengthening business, one person at a time

A background image of a person wearing a white lab coat, seen from behind. The person is standing in a brightly lit, possibly clinical or laboratory setting. The instep logo is faintly visible on the back of the lab coat. The image is overlaid with a large, semi-transparent blue circle and a green circle that overlap each other.

instep

Smashing the Ceiling – Level 5

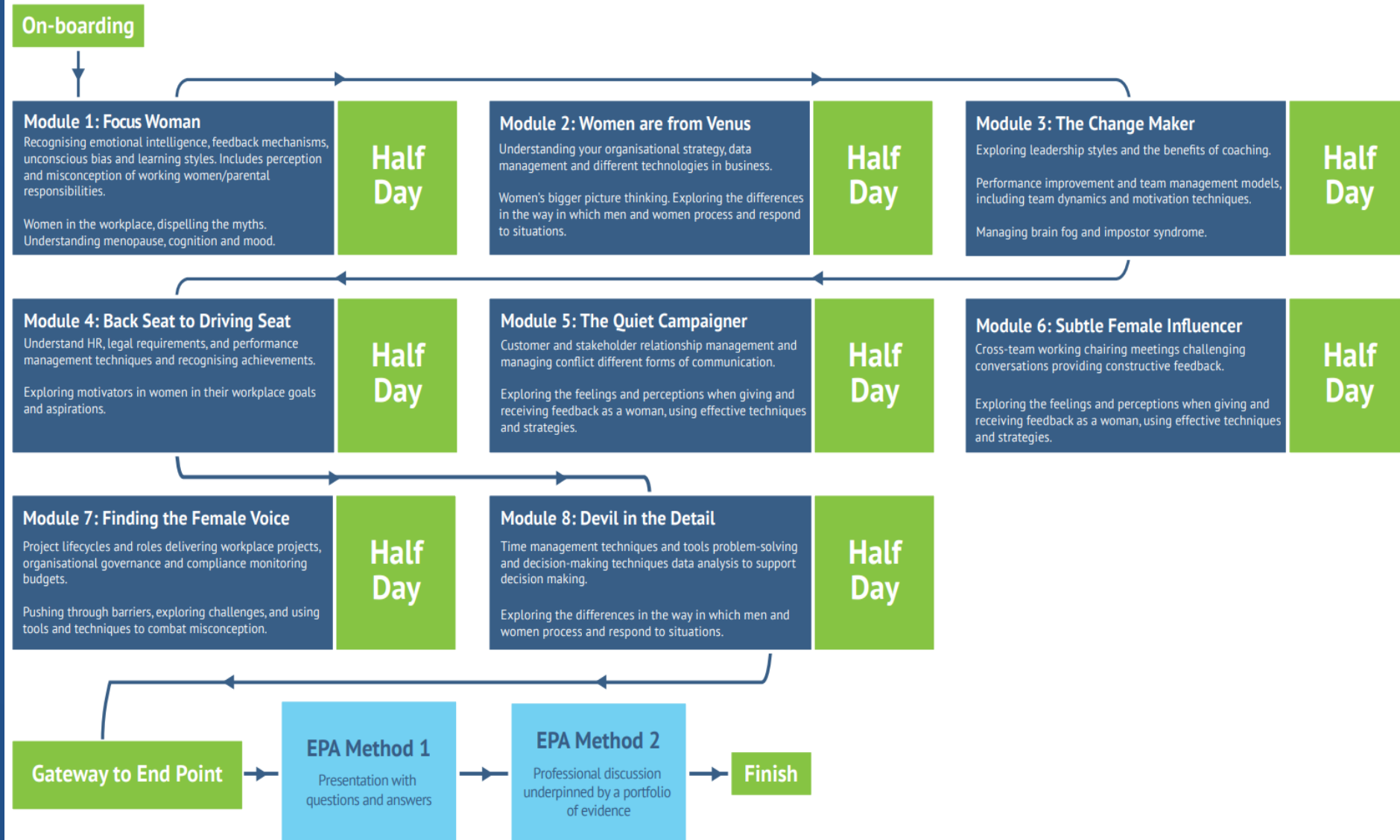


Female Forward

Level 3 – First line Manager

Females Forward Level 3 | Learner Journey

Throughout the supported journey, you will have pre- and post-work, including e-learning activities and regular one-to-ones with your Learning & Development Coach to enable the transfer of your new learning back into your workplace. This is a 13-month programme with an EPA period of up to 3 months.



Women In Leadership- Features & Benefits

Features



EQ-i delivered at start and end of programme to measure the development impact.



Additional focus on coaching to enable learners to coach their own direct reports and also coach sideways and upwards.



Additional one to one professional coaching sessions for learners with senior level coach.



Qualified trainers who have operated at a senior level (Head of and above) and have undergone their own challenges so they can bring real credibility to the messages they deliver.



Guest Speakers / Thought Leaders selected based on makeup of learners on programme to ensure connection with the message.

Benefits

As a participant on this programme, learners will have an opportunity to acquire a clearer understanding of the challenges facing women when taking up senior positions. They will also have an opportunity to step back and consider what they need to do to ensure they develop their leadership in a way that is tailored to their role and context.

The programme will also provide them with a unique opportunity to work with a group of senior women to examine what needs to change in organisation practices and culture for women to advance.

They will also have access to a senior level one-to-one coaching/mentor who will provide individualised tailored support based on the participants own set of circumstances – this is in addition to the training sessions and programme tutor.



About Instep

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ABOUT US



30 years creating **dynamic commercial learning & development programmes**, apprenticeships and workforce development **solutions**



Core specialisms: Coaching, Management & Leadership



Rated '**Excellent**' by employers on **Find my Apprenticeship**



Experienced leadership team and over **100 years** of education, learning and **logistics** expertise **from both a commercial and apprenticeship arena**



94% of completed apprentices achieve **Distinction**



Ofsted Grade 2 – May 2022



ESFA – 0% error rate and clawback Grade **Outstanding** for financial health



Expert trainers & Tutors fully experienced **from industry**



Supported the **development** of the **Coaching Professional** apprenticeship standard



INSIGHT

- Top 3 provider in Leadership & Management - learners on programme(2022)
- Number 1 provider of Coaching Professional L5 (33% of all L5 Coaching Professional Learners) - First achievers and distinctions
- Fastest growing Digital Apprenticeship provider
- 3000+ Learners completed/ on programme
- Employer satisfaction – Excellent – 98.4%
- Learner satisfaction – 97%

WHO WE WORK WITH



OUR PARTNERSHIP APPROACH

5 step process to identify, plan and mobilise apprenticeship and skills projects taking a whole-workforce approach to support your short, medium & long-term people strategy to help meet your;

- ✓ **Strategic and operational objectives**
- ✓ **Talent strategy**
- ✓ **Succession plans**
- ✓ **Colleague development and career progression**
- ✓ **Apprenticeship levy strategy**

Discovery

Get to know your strategy, objectives and challenges through initial consultation, business familiarisation and scoping exercises linked to people strategy.

Diagnostic

Conduct overarching diagnostic with key stakeholders to understand nuances, common and independent challenges, risks and workforce development requirements and prepare the proposal.

Playback

Present proposal, adjust content and agree L&D, recruitment and apprenticeship solutions, volumes, locations, comms and engagement plan and agree launch timelines. Agree proposal and enter contract negotiation stage.

Design

Map programme with specific content and agile delivery design. Your learning integration, core values, leadership principles, additional tailored learning modules, and negotiated learning components. Agreed impact measures and monitoring & evaluation.

Implementation

Kick off meeting, create project plan with key stages of implementation against road to launch timescales.

MONITORING PROGRESS & EVALUATION



- Monthly and quarterly monitoring to meet key milestones
- Reporting and dashboard to show learner progress
- Dashboard and charts to show overall cohort progress
- Identifies successes and risks
- Frequent account management meetings
- Communication and service excellence promise

Reports include learner progress (target and actual), RAG status, dates of recent reviews and quarterly reviews with managers, KPI's (target and actual), as well as learner profiles (age, gender, ethnicity) and attendance to support D&I strategies

DEDICATED ACCOUNT MANAGEMENT

Access to a full Account Management Team:

- Director of Customer Solutions
- Customer Solutions Manager
- Executive Sponsor from SLT
- Curriculum experts

Regular Account Management Meetings:

- Monthly review meetings
- Quarterly Strategic Reviews

Accurate and Regular MI Reporting

- Active learner RAG status
- KSB Shift Analysis
- Agreed KPI's/Key Metrics
- Real-Time Data
- High-Level Overview
- Low-Level Detail (Individual Learner)
- Attendance at Workshops

EMPLOYER MANAGEMENT & ENGAGEMENT SUPPORT

Line Manager Engagement

- Briefings
- Line Manager Support Guides
- Quarterly progress reviews
- Access to Aptem

Feedback

- Learner feedback following each module
- Mid-programme review
- End of programme review

Line of Escalation & Support

- Tutors
- Delivery Managers
- Customer Solutions



Andrew Murphy
CEO

 amurphy@instepuk.com

 07933587960

 www.instepuk.com