PDAs IN LEADERSHIP AND MANAGEMENT LEVEL 6 AND 7

Quest

Introduction

Quest (Scotland) Ltd is delighted to offer the SQA accredited qualification **Professional Development Award (PDA) in Leadership and Management.** There are 2 PDAs which are taught followed by completion of a live project.

There are two options at level 6 or level 7.

The route to achieving this qualification is

1. Attend 5 half-day interactive workshops (online/face to face)
2. Plan a project and deliver this
3. Present the project to stakeholders and peers
4. Complete written statements

The level 6 and 7 are different, in the level and choice of the project you choose.

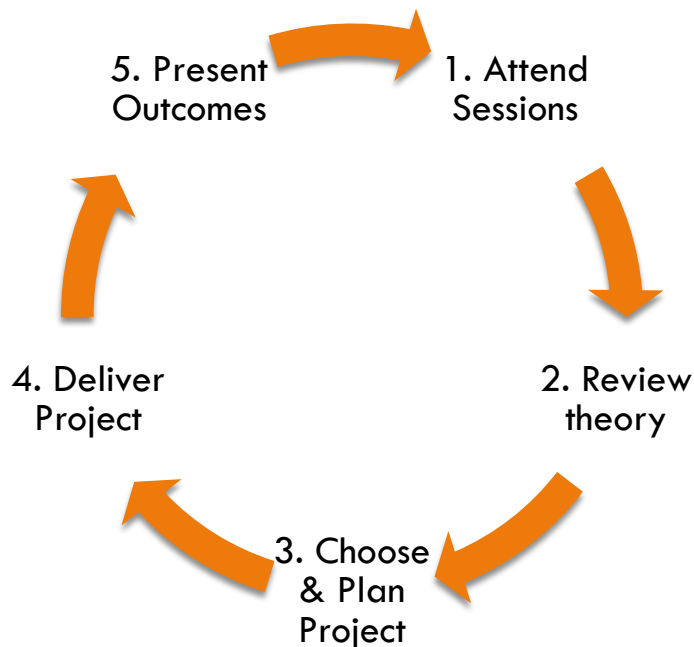# Programme Outline

Learn > Plan > Deliver > Present > Write

1. Complete Leadership and Management Workshops 2.5 days
2. Plan a project to meet the SQA criteria and agree this with your assessor
3. Deliver the project, within the timescale
4. Present your project to a group
5. Write statements to review and reflect on your work

Attend 5 half days/2.5 days

The Session Structure

- Leadership and Management
- Communication and Feedback
- Managing Your team
- Challenge, Change and Performance
- Plan, Lead and Implement Change

5. Present Outcomes

1. Attend Sessions

2. Review theory

3. Choose & Plan Project

4. Deliver Project

1. Leadership & Management

Objectives session 1

- Discuss the difference between leadership and management
- Identify management tasks and planning process
- Review leadership styles and their impact
- Create SMART targets for personal development

5. Identify actions → 1. 3 hour session → 2. Interactive → 3. Review theory → 4. Learn from each other →

Content & Process

- Participate in interactive trainer led session
- Explore a range of leadership styles minutes
- Discuss the theory and identify your preferred style/s
- Review current role & leadership style/s required for progress
- Identify some actions that will support progress

2. Communication & Feedback

Objectives session 2

- Identify communication methods used in team & across business
- Review theory on face-to-face communication
- Explore how feedback is gathered and shared
- Investigate appraisal formats and reflective writing process
- Select preferred format for feedback and reflection to use

5. Identify actions → 1. 3 hour session

1. 3 hour session → 2. Interactive

2. Interactive → 3. Review theory

3. Review theory → 4. Learn from each other

4. Learn from each other → 5. Identify actions

Content & Process

- Participate in interactive trainer led session
- Explore all current & available communication methods
- Review current feedback opportunities & methods
- Discuss impact of current appraisal process
- Identify some actions that will support progress

3. Managing Your team

- List motivators for you & your team
- Identify how you can model & support positive mental health
- Explore feedback & performance review as motivation tool
- Analyse delegation process and wider benefits of delegation

5. Identify actions

1. 3 hour session

2. Interactive

3. Review theory

4. Learn from each other

Content & Process

- Participate in interactive trainer led session
- Explore current methods that support positive mental health
- Review motivation and how this is achieved
- Discuss delegation, the opportunities, advantages and risks
- Identify some actions that will support progress

4. Challenge, Change & Performance

Objectives session 4

- Review a plan for managing challenge and/or change
- Explore creating and sharing team objectives
- Investigate tools to support managing challenge & change
- Discuss how to be assertive & lead challenging conversations

5. Identify actions → 1. 3 hour session → 2. Interactive → 3. Review theory → 4. Learn from each other

Content & Process

- Participate in interactive trainer led session
- Discuss KPIs, OKRs and business goals & objectives
- Review tools, templates & processes
- Learn about engaging in challenging conversations
- Identify some actions that will support progress

5. Plan, Lead & Implement Change

Objectives session 5

- Analyse how you establish the need for change
- Identify factors influencing the need for change
- Explore theoretical models of change
- List the barriers to change
- Review the planning process

5. Identify actions → 1. 3 hour session → 2. Interactive → 3. Review theory → 4. Learn from each other → 5. Identify actions

Content & Process

- Participate in interactive trainer led session
- Discuss internal & external influences for change
- Review theory which underpins managing change agenda
- List the challenges that your project may encounter
- Identify some actions that will support progress

Project Plan & Delivery

Project Plan

- ☐ Create a project plan that aligns with business direction
- ☐ Create objectives, milestones and share with team

Deliver Project

- ☐ Create objectives, milestones and share with team
- ☐ Follow plan, update and amend as required
- ☐ Feedback to assessor for support

Reflective Writing

- ☐ Gather information, data, feedback & reflections
- ☐ Keep notes of progress, successes & challenges
- ☐ Actively seek feedback from team

Deliver Project

- ☐ Create objectives, milestones and share with team
- ☐ Follow plan, update and amend as required
- ☐ Feedback to assessor for support

Presentation

Complete written work and gather evidence

Once you have delivered your project take time to gather feedback across the business and from your team. Reflect on you results and evaluate the successes, areas for improvement, next steps and achievements.

Once completed you'll have achieved the following learning outcomes.

Presentation

- ☐ Evaluate own performance.

- ☐ Identify own personal & professional development needs in line with your plan.

- ☐ Monitor own progress towards achievement of objectives in project plan.

- ☐ Share the feedback from your team.

- ☐ Identify the project successes, challenges and next steps.

- ☐ Deliver the presentation in an interesting & engaging way using technology to support you.

- ☐ Answer questions about key aspects of the project.

Funding may be available using ITA for the PDA and must be in place before the PDTSG starts.

For more information contact Laura@questscotland.co.uk