

New Training to meet New Needs

Voluntary Action West Kent is committed to meeting the training needs of voluntary and community organisations.

The voluntary sector faces new challenges with new development needs.

Through our new project "Empowering the Voluntary and Community Sector in Kent and Medway" Leadership Programme, we will develop Leadership Skills across the West Kent VCS. The courses will provide development opportunities that will impact upon the individual and have a positive effect on the organisations to which they belong.

Who is involved?

This exciting new project is funded by the Big Lottery BASIS Programme through Kent CAN (Community Alliance of Networks); partners include West Kent College, Canterbury College and Southampton University.

What we will deliver?

- A distance learning Postgraduate Certificate in Management and Leadership course with the University of Southampton
- NVQ Level 3 courses in Management through West Kent College and Canterbury College
- Leadership workshops
- Board development workshops
- Action Learning Sets
- Mentoring support.



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Southampton
School of Social Sciences



Canterbury
College

voluntary
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Leadership Programme



Open Learning Postgraduate Certificate in Management and Leadership

"Empowering the Voluntary and Community Sector in Kent and Medway"



Introduction

The University of Southampton's School of Social Science offers a Postgraduate Certificate in Management and Leadership designed for managers in the voluntary and community sector. The Course can be studied through open learning and requires no attendance at the University.

Although a postgraduate course, participants do not need to have a degree to study for this qualification

The course focuses on the inter-relationship between theory and practice. It introduces concepts, theories and research. This programme is NOT just a skills development course, it enables the learner to reflect on and develop their practice.

How the course is delivered?

Under the University regulations participants have up to five years to complete the programme but most complete the programme within sixteen months (four months per module).

The course consists of four modules, a flexible schedule allows participants to study in their own time and are invited to attend Action Learning Sets.

Participants on the programme:

- Are sent a set of workbooks – these contain learning material and exercises. These workbooks are also on a Blackboard e-education platform and can be downloaded onto participants personal computers
- are invited to join other course participants for an Action Learning Set twice per module. These Sets are facilitated over a half a day, at convenient venues across Kent. The meetings allow participants to explore course material together, share knowledge and learning about issues and problems faced by them as a manager

- have telephone and internet communication with the tutor
- have individual tutorials with the tutor – these can take place after the action learning set
- can create informal support networks with other course participants
- have access to the University Library. Publications are available via the internet. Access to other local libraries can be arranged through the SCONUL system
- have access to other learning material through the Blackboard e-education platform
- complete an assignment of about 3,000 words for each of the four modules.

The Course Content

Module One: Management and Leadership

- Different concepts of 'management' & 'leadership'
- The process of leadership and management in particular contexts
- The 'emergent leader'
- From 'transformational' to 'distributed leadership'
- The 'effective and ethical manager'
- The work of the Board of a voluntary & community organisation

Module Two: Managing People & Resources

- Motivation and motivating
- Teams, team-working and 'team leadership'
- Performance management
- Managing difference and diversity
- Managing financial resources

Module Three: Organisations: Values and Culture

- The role of managers in creating, sustaining & changing the culture of the organisation
- User involvement
- Creating & managing quality services
- 'Partnership' working
- The Learning Organisation

Module Four: Strategic Management and Marketing

- The formation & influences on the development of 'strategy' in organisations
- Strategic planning
- Strategic leadership and management in political and changing contexts
- Concepts, principles and techniques of generic marketing
- Social Marketing

Successful completion of the assignments for each of these four modules leads to the award of the PG Certificate in Management and Leadership.

Course Co-ordinator and Tutor

The course has been developed by Richard Kay who has been at the University of Southampton since 1995. He developed management and leadership courses specifically for the voluntary and community sector. Between 2002–2004 he also led the Creative Leadership Programme which was delivered to over 600 managers in the voluntary and community sector. Prior to 1995, he worked in managerial positions, including seventeen years as a chief executive in the voluntary and community sector. He has been (and still is) a trustee of a number of voluntary and community sector organisations.

To find out more or book a course, please contact Angela Holland on 01892 530330. Alternatively email angela.holland@vawk.org.uk