Evolving Leadership Programme

The Insurance Institute of Leeds (IIL) and Zing 365 are offering you the chance to join a course specifically designed to help you work on your Leadership Skills.

We are looking for people who are at the start or in the middle of their own leadership development and who have a strong desire to develop personally. This programme has been developed with the intention that attendees will take part in the entire set of modules and therefore develop themselves through and understand better how to put these learning principles into action.

The programme will be made up of the following:

* I hour introduction to the programme (online)
* The following Half Day interactive sessions. We are planning that these will run face to face from 9am to 1pm. N.B. the two sessions on Presentation skills will run as a full day from 9am til 5pm to give delegates the chance to practice their skills.

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| Building effective Teams |
| Coaching your Team |
| Having Difficult Conversations |
| Hybrid Team Management Models |
| Inclusion & Belonging |
| Emotional Intelligence and Assertiveness |
| How to Motivate yourself and others |
| Effective Presentations |
| Presentation Delivery |

* A Coaching Call to run through any concerns/areas of development

The course is scheduled to start on the 12th April and then sessions will run roughly fortnightly (with a break over the summer. The last module is due to finish at the end of September.

The sessions will be challenging, interactive and inspiring. They will help delegates to learn best practice in Leadership and Management, client care and solving problems. There will be continuity with application between sessions to maintain momentum and to enable attendees to build on their experience throughout the programme.

Delegates will be given supporting notes and checklists to use as practical guidelines in day-to-day work and some time will be devoted in each session to allow the group to discuss the real life situations experienced (thus enabling sharing of ideas/suggested improvements).

We are limiting numbers to 12 delegates and therefore require a strong commitment from members. Please complete the attached application form to outline why we should consider you for a place.

At their option delegates can choose to pay an additional £150 per person to register with the Institute of Leadership and Management and will then obtain a recognised leadership certificate on completion of the programme.

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| **Entry Criteria and Costs:**   * The course is primarily for IIL members (including Harrogate). If you want to be considered and are not a member of our Institute then please outline further details (and bear in mind that the course will operate Face to Face within Leeds). * You can work in any area of the insurance/Financial Services profession. * This application should be supported by your line manager and employer, however if they don't, please explain how you will overcome this hurdle. * IIL will pay for the training sessions and associated materials in full. * If you miss more than 2 planned sessions without reasonable explanation then the IIL reserve the right to make a charge of £50 for each session missed. | **Points to Consider:**   * You need to be serious and committed to taking part in this programme. We are only taking a small number of people on this course and want them all to benefit fully. * there are a maximum of 12 places available. You are expected to attend all of the sessions and dates are given in advance for these. We fully appreciate that you will have a busy job and life, but these dates will not be rearranged. * All courses will be held in Leeds at a professional venue. * The programme will start in April 2022 (as outlined above). |
| **How to enter:**   1. Check that you meet the entry criteria and contact us if unsure about anything. 2. Complete the application form 3. Email it to [leedsinstitute@cii.co.uk](file:///C:\Users\mjordan\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\VML3NTQS\leedsinstitute@cii.co.uk) or [mel.jordan.iil@outlook.com](mailto:mel.jordan.iil@outlook.com)   Please make sure that all of your details are completed so that we can contact you.  **The closing date for applications is 5pm on Friday 11th March 2022** | | |

Evolving Leadership Programme

Application Form

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| **Applicant Information** | |
| **First Name:** |  |
| **Surname:** |  |
| **CII PIN:** |  |
| **Area of Work:** |  |
| **Current Position:** |  |
| **Company Name :** |  |
| **Company Address:** |  |
| **Postcode:** |  |
| **Work No/Mobile:** |  |
| **Email:** |  |
| **Qualifications, including CII subjects studied to date and other leadership courses that you have already taken part in.** |  |
| **Brief career history (no more than 100 words):** |  |

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| **Current Involvement in Leadership/Management roles and how you see this developing in the future (no more than 200 words)** |
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| **What have been the biggest challenges you have faced in team management/leadership so far and how do you hope that this programme will assist you moving forwards? (no more than 200 words)** |
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| **What support do you have from your line manager and company (no more than 200 words)**  If you have limited support please outline how are you going to manage this situation to ensure you can attend the course and complete the work within the necessary timescales? |
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| **Course Interest (no more than 200 words)**  An outline of why you are interested in being part of the course. |
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| **Personal Statement (no more than 200 words)**  Please explain your personal commitment to the course & why you feel you should be considered. |
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Applicants to the programme agree that the IIL can contact them with details of events that they believe could be of interest to them and to send them surveys related to the programme. Successful applicants' details and photographs taken at events may be used in press releases and other media by the IIL and the Chartered Insurance Institute.

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| **I declare that the contents of this declaration form are true to the best of my knowledge** | | | |
| **Applicant’s Signature:** |  | **Date:** |  |
| **Line Manager’s Signature:** |  | **Date:** |  |
| **Line Manager's Name:** |  | | |
| **Line Manager’s Role:** |  | | |

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Email your completed form to [leedsinstitute@cii.co.uk](file:///C:\Users\mjordan\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\VML3NTQS\leedsinstitute@cii.co.uk) or mel.jordan.iil@outlook.com