



Capital & Coast District Health Board

ŪPOKO KI TE URU HAUORA

Leadership and Management Programme 2010 Programme Overview

Purpose:

Improvement in areas of leadership, performance and engagement are areas of significant need for the organisation. The quality of frontline leadership/management is acknowledged as a key factor influencing staff engagement and morale, and work units' ability to achieve goals and bring about innovation and improvement.

Objective:

The Leadership and Management Programme is designed to provide frontline leader/managers with the relevant frameworks and knowledge, together with networking and support opportunities in order to improve service/business unit performance and outcomes.

Who should attend?

- Team leaders, Charge Managers, Associate Charge Managers, Coordinators, Supervisors
 - Those in professional leadership roles
 - Individuals likely to be moving into any of the above roles in the next 12 months.
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Structure:

The programme is delivered in eight days spread across four months. Participants are expected to attend all days and complete assigned reading and short assignments between sessions. During the programme participants design and implement an on-the-job improvement project that is related to one or more topics covered in the programme. At the programme graduation participants present their projects to an audience of managers.

Content:

- **Organisational awareness**
Regional health, organisational strategy, direction and goals, organisational systems
- **Leadership**
Leadership styles, emotional intelligence, levels of work, leadership competencies
- **Managing Performance**
Performance planning, performance management, appraisals and reviews, performance development, managing poor performance, goal setting, giving feedback
- **Teams**
Team types, staff selection, stages of team development, team values, team leadership, team meetings

- **Systems thinking and improvement**
Process mapping, lean thinking
- **Project management**
- **Leading and managing change**
- **Business tools**
Finance, budgeting, payroll, risk management

Requirements

- **Participant requirements**
A significant predictor of success in leadership/management roles is the desire of the individual to be a leader/manager. It is expected that participants in LAMP take responsibility for their learning and are active and full participants in the programme attending all sessions and showing a commitment to their own and others' development.
- **Manager requirements**
Research also shows that the most significant developmental experiences happen through real world experience on the job. It is expected that each participant in LAMP will have the active support of their manager who will undertake to link the programme to an ongoing development plan, meet regularly with the participant during the programme to review progress and explore opportunities for immediate application of learning.

Dates for 2010

Two programmes are offered during 2010. All sessions (except the final graduation day) are held 8.30am – 4.30pm at the Education Centre on the Kenepuru Hospital Campus in Porirua. Morning / afternoon tea and lunch are provided each day.

Programme 1:

9 – 10 February; 9 March; 7 & 28 April; 19 May; 9 June, 9 July

Programme 2:

10-11 August; 1, 15 & 29 September; 20 October; 3 & 26 November

Applications and inquiries

An application pack can be found on the CCDHB intranet site (*Support Services > Corporate > Leadership & Management Training*) or by request from the Organisational Development Coordinator.

Applications close six weeks before the start of each programme.

Inquiries can also be made with:

- Wen Zhang
Organisational Development Coordinator
Email: wen.zhang@ccdhb.org.nz
Phone (04) 385 5999 Ext 4046
- Peter Gibbs
Organisational Development Manager
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