

LEADERSHIP & DEVELOPMENT

BESPOKE CPD FOR
SCHOOL BUSINESS
MANAGERS &
OFFICE
MANAGERS



Threesixty HR Ltd and **Marula Consultancy Ltd** are proud to offer you a specially designed Leadership Package for SBMs and Office Managers

Led by experienced trainer, Stewart Smith, our Leadership and Development course comprises 3 sessions, giving delegates the opportunity to develop their professional skills and knowledge over time. The course covers:

Day 1 – Leading or Managing?

Includes:

- Leadership Models and Values
- Responsibility /Authority and Accountability
- Influencing with Credibility

Day 2 – Your Impact on Outcomes for Children

Includes:

- Taking account of Ofsted
- Managing, Measuring and Improving Performance
- Setting Standards

Day 3 - Managing Challenging Situations

Includes:

- Dealing with Under Performance
- Holding a Difficult Conversation
- Recognising and Dealing with Workplace Stress



Dates:

- Tuesday 15th October
- Tuesday 12th November
- Tuesday 3rd December

All sessions 9.15am – 1.45pm
Buffet lunch and refreshments included

Venue:

Tbc

Cost for 3 day Package:

£295

(10% discount for schools subscribing to Marula Consultancy Ltd)

To book please email

jeanette@marulaconsultancy.co.uk

Phone: 07971 843637