

Leeds City Council Leadership Academy

PROSPECTUS 2025/26

“Supporting leaders and managers across adult social care in Leeds”

Course Name	Description	Who is it relevant for?	Duration	Cost
Lead to Succeed	The aim of the programme is to support leader's and managers to develop their leadership and management potential through understanding how successful behaviour and practical strategies can support them in their day-to-day work. Learners completing Lead to succeed will understand how successful behaviours and practical strategies can support them in their day-to-day work. They will be challenged to put these into practice, boosting their capacity to lead and manage effectively.	New managers, registered managers, existing managers, senior care staff, team leaders, those wanting to move into management positions.	Five one day workshops	£525
Well-led	The programme is grounded in the reality of social care delivery and has been developed in partnership with registered managers familiar with the day-to-day challenges of leading a care team. It is made up of a series of four practical workshops, the programme is designed to enable leaders to deliver care and support services in line with expectations of a well-led service.	Existing managers working in adult social care services within in the private, public or third sectors.	Four one day workshops	£525
Leading Change, Improving Care	Leading Change Improving Care is a national development programme for new and experienced managers of adult social care services. This programme takes a practical look at how to influence and implement the necessary changes to meet current and future challenges and service needs in health and social care. It explores how to lead and manage change within teams and organisations and provides tools and techniques to drive change and ultimately improve the quality of care delivered.	Existing managers working in adult social care services within in the private, public or third sectors.	Five one day workshops	£525
Understanding Performance Management (CPD Module)	Managers will understand how successful behaviours and practical strategies can support them in their day-to-day work. They'll be challenged to these into practice, boosting their capacity to lead and manage effectively. The module includes an emphasis on reflection, helping managers to learn from their day-to-day experiences and to think about how they can look at things differently or get better at recognising what they do well.	Registered managers and other managers in adult social care services.	One full day workshop	£135
Understanding Self-Management (CPD Module)	Managers will understand how successful behaviours and practical strategies can support them in their day-to-day work. They'll be challenged to these into practice, boosting their capacity to lead and manage effectively. The module includes an emphasis on reflection, helping managers to learn from their day-to-day experiences and think about how they can things differently or get better at recognising what they do well.	Registered managers and other managers in adult social care services.	One full day workshop	£135
Understanding Workplace Culture (CPD Module)	Managers will understand how successful behaviours and practical strategies can support them in their day-to-day work. They'll be challenged to these into practice, boosting their capacity to lead and manage effectively. The module includes an emphasis on reflection, helping managers to learn from their day-to-day experiences and think about how they can things differently or get better at recognising what they do well.	Registered managers and other managers in adult social care services.	One full day workshop	£135
Audit Reporting and Action Planning	This course will help you to understand why audit reporting and action planning are a key part of the quality assurance process, why audits are important to service provision and why we do them, why we need to record, know how to validate your audits, and support your move towards using electronic systems and audit tools. You will also have the opportunity to become more familiar with CQCs single assessment framework.	Senior managers who are responsible for delivering audit programmes and transferring this into continuous service improvement or quality development action plans.	One full day workshop	No cost
Policies & Procedures, Terms & Conditions	We will consider different working patterns, shift arrangement, holidays, and holiday pay. We explain how policies and procedures govern the employment relationship and look at your procedures that managers need to work with to ensure fairness and consistency. By law all employees must receive written terms and conditions of their employment. In this session we look at what a contract of employment is and the different types of contracts that exist.	All managers, registered managers, supervisors, HR staff and aspirant managers.	Half day workshop	No cost
Essential Line Manager Skills	Line managers are key members of the management team and yet have close contact with those they supervise. They need training and guidance to gain confidence in their role. This session will enable them to understand how their role fits into the organisation and the importance of communicating with, leading and motivating the team.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost

Course Name	Description	Who is it relevant for?	Duration	Cost
Recruitment & Selection	Finding the right people with the necessary abilities and attitudes, and then retaining them requires skills and knowledge. Whereas, recruiting the wrong people can lead to performance issues, grievances, low morale, and unnecessary costs. Such employees are likely to be disengaged, won't give their best and can end up leaving the organisation voluntarily, or involuntarily.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Managing Performance & Appraisal	This courses will focus on the essentials of performance management and equip you with the skills and knowledge to implement a fair and successful performance management system in your workplace. Businesses achieve the best results from their employees by managing their performance within an agreed framework of planned goals, clear objectives, & consistent standards.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Discipline & Grievance	Understand why disciplinary and grievance policies and procedures are so important for managers, the organisation and employees. How to use them to resolve issues, and how to prepare for and conduct a disciplinary meeting. The session looks at how to deal with formal and informal grievances.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Disciplinary Investigations	Investigations are held to clarify and establish the facts of a case and to help decide if there are grounds to call a disciplinary meeting, or dismiss a member of staff. Employers can be held liable if a poor investigation leads to an unfair dismissal. This course covers planning and conducting an investigation, analysing the evidence and drafting a report of the findings.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Managing Staff Absences	This course will enable you to develop and use your knowledge and skills to improve attendance levels. It will show you how to effectively manage absences using agreed policies and procedures.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Tackling Unacceptable Behaviours	Unacceptable behaviours, such as bullying and harassment or aggressive attitudes are harmful to everyone at work. This course looks at how managers should use their equality policy to deal with negative behaviours and promote a positive team culture taking account of discrimination laws and all associated rights. It will also break the myth of what is 'Banter', 'Bullying' or 'Harassment'.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Building Resilience	This resilience training will help leaders, managers and HR practitioners to improve levels of resilience within their workforce. The more resilient an individual, the better they will be able to protect their overall wellbeing and performance levels.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Menopause in the Workplace	Research has found 23% of women who have been unwell as a result of the menopause have left jobs, and a poll reported that, a quarter of employees currently experiencing the menopause, said their experience has made them more likely to leave the workforce before retirement.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Half day workshop	No cost
Mental Health for Line Managers	Managers may have an understanding of mental health, yet they are often hesitant to address it, through fear of saying the wrong thing or making matters worse. However, early intervention is key. It provides opportunity for the manager and the individual to discuss the support they might need to stay in work, not only benefiting the individual but the team and the organisation. Delegates attending this event will gain an increased understanding of the different mental ill health conditions and how to recognise the signs and symptoms.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Full day workshop	No cost
Having Difficult Conversations	One of the most challenging parts of managing performance is initiating conversations around sensitive topics. Being able to tackle contentious issues in a balanced, calm and consistent way is a valued skill in all areas of working life and can improve a line manager's credibility with their team. This event covers ways of addressing sensitive subject matters like bullying, emotional issues, resistance to criticism and poor performance.	All managers, registered managers, supervisors, HR staff, aspirant managers.	Full day workshop	No cost

You can find full details of all the courses and the dates at our website [Home | Adult Social Care recruitment, training, and development](#) or via PAL <https://leeds.csod.com/login/render.aspx?id=standard01>

All the courses that have a cost attract the Learning and Development Support Scheme funding, meaning that the full cost can be claimed back [Adult Social Care Learning and Development Support Scheme](#)