



Supervisory CPD Modular Programme



Connect with us on LinkedIn:
Reed Business School



Find us on Facebook:
facebook.com/reedbusinessschool



Connect with us on Twitter:
[@ReedBusinessSch](https://twitter.com/ReedBusinessSch)



Follow us on Instagram:
[@ReedBusinessSchool](https://instagram.com/ReedBusinessSchool)



Find us on YouTube:
Reed Business School



Continual Professional Development

Supervisory CPD Modular Programme

Reed Business School has been preparing students for Accountancy professional examinations for over 40 years. Our students consistently achieve fantastic first time exam results and thousands have gone onto attain full qualifications.

Continuing to learn after qualification is just as important, to ensure that you stay up to date with changing economic and social circumstances and to be able to progress in your career. Each of the accountancy professions require their members to undertake and record continuing professional development (CPD) to prove their ongoing commitment to advancing their knowledge.

Many clients have therefore asked us to deliver a structured CPD programme geared towards the Accountancy profession, and we have responded accordingly with our Supervisory Role CPD programme.

Who is the Supervisory Role CPD programme for?

This programme is aimed at newly qualified professionals, to equip them with the skills they need to progress from supervisory to directorship positions.

After qualification your career path usually sees you supervising a small team before moving into a management role with wider responsibilities, and you need to be prepared for all the challenges that brings.

The Supervisory Role CPD programme is broken down into 10 x 1 day Modules as follows:

- Communication
- Engage, lead and keep focused on my own role
- Managing Performance
- Coaching and Delegating
- Managing Meetings
- Managing Change
- Building High Performance Teams
- Motivating
- Presentation Skills
- Final Reinforcement/Plan for Future

Note: The programme is typically scheduled to be completed in one year. Each module lasts one day and modules are usually scheduled in blocks of two. There is no requirement to attend these courses in a particular sequence with the exception to the Final Reinforcement/Plan for Future coaching session. This will provide a personalised plan for the future building upon the skills and knowledge acquired from attending the Supervisory programme.

Techniques are practiced in an open and flexible training environment, ensuring that skills are learnt through doing as well as talking. All discussion is focused on practical application of skills in the workplace to make it as valuable as possible.





Content of Modules

Communication

- Communication traits – what positive communication looks like
- Understanding my own communication style
- Defining the other styles within my team
- Describing what this means and how to flex my own style
- The impact of positive communication as a leader
- Leadership style – my personal style and what this means for me and my team
- Create a significant change through self-awareness of all delegates on the programme

Engage, lead and keep focused on my own role

- My role in relation to: my manager, my peers, my team
- Influencing others
- Engagement
 - aligning goals and values
 - motivating individuals and small teams
- Developing others and improving performance
- Increasing a high level of self-awareness
- Managing management time

Managing Performance

- The leadership role and managing performance
- The people management cycle
- Agreeing expectations
- What needs to be achieved, minimum standards;
 - behaviours
 - activities
 - results
- The “Above the Line” mentality – agreeing targets
- Setting goals, objectives and business planning, 1:2:1 Meetings
- Communication and motivation - feedback to influence performance
- Measuring and monitoring the right things
- Managing under-performance
- Where am I now with my team?



Coaching and Delegating

- The benefits of nurturing talent
- Identifying skills gaps
- Selecting the right way to develop someone
- The benefits of coaching
- Coaching techniques and skills
- GROW - A model to develop others and set clear goals
- Delegation
- Giving effective feedback to enhance performance and confidence

Managing Meetings

- Effective 1-2-1s - Reconfirm what an effective 1-2-1 looks like
- Focus of the 1-2-1 should be on output that drives operational excellence
- Focus on effective team meetings and ensuring all meetings have a purpose, great content, defined roles for all as well as great output
- Keeping the room engaged – how to spot who is in and who isn't
- Client meetings – what works and what doesn't, designing simple rules for ensuring these add value for all parties

Managing Change

- Leading teams through rapid development/growth
- Responding to internal and external factors
- Driving (positive) change through the business
- Individual response to change
- Why change may be resisted
- Helping others adapt
- Avoiding common pitfalls
- Building trust and responsibility

Building High Performance Teams

- Agreeing team goals aligned to shared vision and values
- New arrivals – 'fit-in' or 'accommodate'
- Team building, team culture, team analysis - current and future
- Conflict resolution
- Inspiring teams
- Winning team mentality
- Factors that can influence team motivation
- Team communication



Motivating

- Encouraging great performance
- Keeping a positive mental attitude
- Positively managing change
- Leading from within
- Leading by example

Presentation Skills

- Delegates will have the tools for effective presentation delivery, preparation, and structure
- All delegates will improve their ability to give impactful presentations resulting in increased output and buy-in
- Keeping your audience engaged and interested when presenting whether by PowerPoint or another media form

Timings:

Start time: 09:00am

Finish time: 5.00pm

Location: Reed Business School

Included: Course notes
Self service breakfast, lunch, refreshment and free parking

Final Reinforcement/Plan for Future

- Individual coaching session for each delegate to support further areas for development as well as reinforce knowledge and skills gained throughout the programme
- Output will be a specific and personalised plan for each delegate to move forward beyond the 12 month programme

Accommodation:

We also have optional residential facilities which include accommodation and an evening meal (in between consecutive workshop days). These are priced at:

Single £55+VAT/night (shared bathroom facilities)
Premium £70+VAT/night (en-suite)

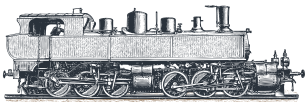
(Please note our en-suite facilities are limited and are allocated on a first come, first served basis)

Reed Business School

The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 0RZ

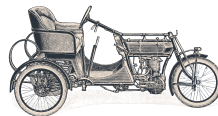


Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds.



By rail

There is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey away from the station.



By road

The distances by road are... Oxford 25 miles A44
Birmingham 45 miles M40 (J15), A429, A44
London 80 miles M40 (J8), A40, A44
Swindon 35 miles A361, A44.