babington

PLAN FOR
JOBS

Empower your employees to be Digital Leaders

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Part of the DfE Skills Bootcamp

In an ever-increasing world of remote working and a reliance on digital technology, Babington is committed to Developing Better Futures by helping your employees adapt, change and thrive in revolutionised and modern workplaces.

These DfE Skills Bootcamps in Digital Leadership are part of the Government's Lifetime Skills Guarantee and Plan for Jobs; designed to sustain business growth and productivity, by digitally upskilling employees in a bid to support job retention and increase productivity. Across 12 weeks your first line managers or team leaders will join our weekly ½

day online sessions in which our expert trainers will use their real-world knowledge to deliver engaging & collaborative sessions, upskilling your employees to become effective & impactful leaders within this ever-increasing digital landscape. Following workshop

delivery, they may choose to drop back into the optional afternoon session, where their trainer will remain online prepared to support them however, attendance is not mandatory.

Between workshops learners will have the flexibility and plan their own time to complete reflective tasks ready for submission the following week & are able to communicate with their trainer via Babington's intelligent LMS system, where their trainer will provide meaningful feedback outside of regular one to one sessions.

> Jane is 27 and has worked in an office environment, full time, for a large telecoms company for the last five years. She's risen through the ranks, completing her L3 Apprenticeship in Leadership and Management two years ago, and is now a team leader of a customer services department. Recently Jane was advised that her role was being made permanently remote and that she will have to manage her teams and customers from home.
>
> She approached her employer for support in being more digitally skilled so she can confidently manage her team and work effectively online. As part of her remit, Jane is working on the Change Management programme across her organisation and the overall aim is to introduce new technologies to enhance services.

What is the Digial Leadership and who is it suitable for?

This pilot scheme is being rolled out to help businesses nationally access training that will upskill their employees in the use of digital technology, and is suitable for:

- ✓ First-line managers or team leaders who are leading remote teams that need to reskill to meet the current economic demands or different ways of working.

- ✓ Leaders who are serving their people and customers through virtual environments and using new or unfamiliar technology.

- ✓ Managers looking to understand their digital capabilities, as well as digital business marketing techniques.

- ✓ Organisations experiencing significant changes in resources, due to the impact of Covid 19, and are looking for a skilled workforce that can adapt to those changes.

- ✓ Organisations needing to enhance their workforces in order to stay relevant in an ever-growing digital marketplace.

Employers wishing to access Skills Bootcamps will need to contribute 30% of the costs with the remainder fully funded.

Options for employers

Babington has a reputation for developing close client relationships and works flexibly with its employers to ensure programmes meet the needs of individual businesses.

Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs. Employers wishing to access this route will need to contribute 30% of the costs with the remainder fully funded.

Alternatively, you may be looking to hire learners once they've completed the Skills Bootcamps to fill key vacancies within your business; or perhaps you would like to be part of our bank of employers, interested in interviewing our candidates for future positions. Our team can work with you to meet your requirements. In this instance, your business will not be liable to fund the Skills Bootcamps*
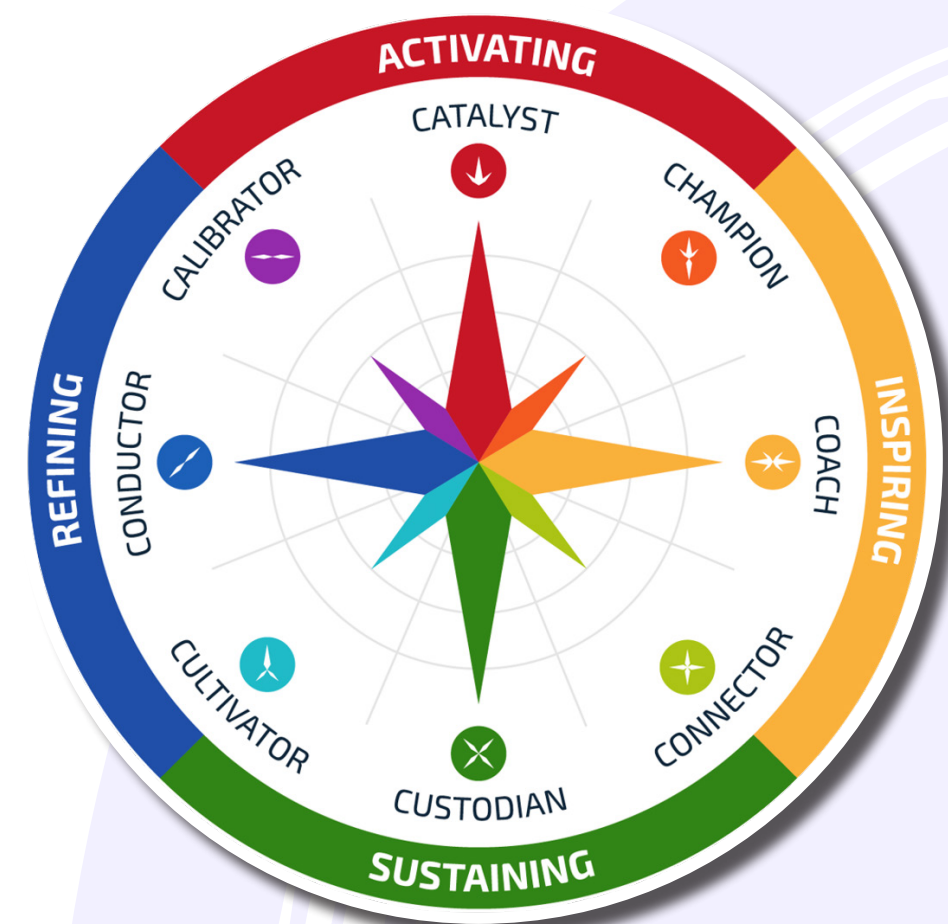
*Subject to T&Cs. Speak to your Account Manager, or a member of the team to discuss further.

Learning plan for your employeees

Designed to support employees from both large organisations and SMEs, the Skills Bootcamp content focuses on the areas our employer partners have told us will make the most difference to their business success.

This Level 3 certificate in Digital Leadership, endorsed by the CMI is intended to create a culture of enabled teams who are equipped to manage their people, processes and customers digitally and remotely.

As part of this process, your staff will be introduced to the Contribution Compass; a profiling tool that provides tangible, realistic, work-based scenarios to engage with. It will help them assess their emotional intelligence and build on the skills they already have as a manager. At the end of the programme, they will confidently understand their leadership style and how to adopt this to different types of team members and customers

Learning Content

Within your 12-week programme employees will be expected to attend one ½ day online training sessions and inside of the week following & will manage their own time between sessions to complete the tasks set as directed by their trainer in time for the next week's workshop.

Our programmes offer a blended solution to training ranging from online workshops, one-to-one coaching sessions and project based learning. From weeks 1-8, your employees will complete their ½ day workshops alongside their fellow learner and have the option to drop back in the later afternoon to ask the trainer any questions or gain additional support. From weeks 9-12 the workshop sessions become short in duration to allow time to apply their learning to their business improvement project, all the while being supported by their trainer.

Learners must have access to their own IT equipment and to the internet, as all sessions will take place online.

Week 1
Programme Launch
- Programme overview
- The challenge of change
- Leadership models
- Access to CMI

Duration: 1/2 Day

Week 2
Embedding Contribution Compass
- Emotional intelligence skills
- Signs of stress when working remotely
- Using a teams natural energy

Duration: 1/2 Day

Week 3
Leading Diverse Teams Remotely
- Tuckman team evaluation
- Diversity and inclusion
- Team engagement
- Coaching

Duration: 1/2 Day

Week 4
Remote Performance Management
- Performance management
- How to bring out the best in people
- Internal & external performance factors

Duration: 1/2 Day

Week 5
Digital Capability
- Digital skills gap analysis and review
- Digital evolution/footprint
- Social media, digital communication platforms
- CV review and rewrite

Duration: 1/2 Day

Week 6
Business Skills for E-Commerce
- Digital Marketing and Tools
- Digital Creativity
- Digital Footprint
- Running a successful meeting remotely

Duration: 1/2 Day

Week 7
Project Management and Leadership
- The Dynamics of Project Management and Leadership
- Project Phases/Risks
- Stakeholder Management

Duration: 1/2 Day

Week 8
Communication & Presentation Skills
- Methods of communicating remotely
- The power of words
- Presenting remotely
- Presenting with confidence

Duration: 1/2 Day

Week 9
Project: Business Improvement Proposal
- Applying leadership, management and project skills to create a business improvement proposal ready for presentation

Duration: 1/2 Day

Week 10
Consolidation and Support Day
- Support and guidance for project scoping and presentation

Duration: 1/2 Day

Week 11
Project Proposal Presentation
- Present proposed project

Duration: 1/2 Day

Week 12
Completion
- Meaningful feedback
- Certification
- Progression planning

Duration: 1/2 Day

Chartered Management Institute (CMI) Endorsement and Certificate

The Skills Bootcamp in Digital Leadership comes with CMI endorsement and certification, as well as CMI affiliated membership and access to the associated resources.

- Affiliated membership is the starting point of the CMI membership journey. Once members, learners can upgrade depending on their qualifications and/or experience.

- The CMI has a diverse and vibrant global community of managers and leaders this can help learners to build their professional network.

- CMI membership also offers access to tailored digital resources, specially designed to help boost career prospects.

CMI Chartered Management Institute

Overview

Start Dates
The next bootcamp start dates can be found here.

Level
Level 3 Leadership programme (CMI equivalent).

Duration
12 weeks; typically between 8-12 learning hours per week, inclusive of self study time

Delivery
Digitally delivered

Progression Opportunities
A higher level apprenticeships, further learning, role progression or a new role

Entry Requirements
Open to all learners 19+ with access to online learning and a commitment to develop your skills over 12 weeks

Find out more about Digital Skills Bootcamps.

Employers wishing to access Skills Bootcamps will need to contribute 30% of the costs with the remainder being fully funded.

Programmes are free for learners.

Explore Digital Skills Bootcamps →

Ready to develop your digital skills in Analysing Data?

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