**Foundations for leadership Programme (FFL)**

**Course Handbook**

**Your course team:**

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**Introduction and welcome**

We are pleased to welcome you to the Foundations for leadership (FFL) course. Your course team are here to support you through your course. If you have any queries or concerns please contact one of the course coaches. Course coaches will monitor your progress regularly and may get in touch with you to offer feedback and guidance.

**Learning support**

If there is anything we can do to improve your learning experience with the FFL course, or if you need extra learning support please let us know.

**Who is this course for?**

This course is for aspiring crew managers and team leaders, or anyone who has been nominated by their line manager to take part, as part of their professional development.

**What will I learn?**

The aim of the programme is to provide participants with an understanding of the role and responsibilities of being a manager at KFRS, and to develop knowledge of leadership and management behaviours that engage, motivate and connect others to our organisational purpose and objectives.

Learning outcomes:

* Describe the role and responsibilities of being a manager at KFRS.
* Give examples of role modelling behaviours that promote professional standards and ethical conduct.
* Identify methods to build reflective thinking skills that increase self-awareness.
* Compare the difference between a growth mindset and a fixed mindset.
* Appreciate how inclusive working practices value difference and diversit*y.*
* Explain how to task others effectively, using the principles of the situational leadership model.

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* Know how to set goals and communicate feedback to enhance performance.
* Develop awareness of communication skills that help others to grow and develop.
* Build personal resilience by identifying own ideas for healthy living habits.
* Gain awareness of how to support other people’s wellbeing at work.

**How long is the course?**

The expected course duration is 6 weeks, although the course will be open to you for 12 weeks, so that you can fit in the learning with your other work priorities. If you are unable to complete the course within 12 weeks, a course coach will be in touch with you to discuss options and we may agree with you to remove you from the programme.

**How is the course structured?**

The learning is provided in 6 units which should be completed in numerical order, each of these should take you between 1- 2 weeks to complete at your own pace. Please complete the whole of one unit, before moving on to the next unit, and work your way steadily through. An important part of the course is to reflect on your learning so it is important to pause after each unit to allow yourself time to do this. The units are listed below:

Unit 1 – Roles and responsibilities

Unit 2 – Being a leader

Unit 3 – Personal resilience

Unit 4 – Motivational leadership

Unit 5 –Managing performance

Unit 6 – Supporting wellbeing

**How will I learn?**

The programme is provided entirely online via Moodle, and is made up of video content, reading material and interactive activities. The advantage of this is that you can work though at your own pace, at times to suit you during your usual working hours.

There are a number of forums, where you can share your thoughts with others studying at the same time as you.

You will be asked to upload Learning logs to Moodle, which are designed to help you reflect on how the learning content of a unit and how it applies to you and your work.

**How will I be assessed?**

You will be expected to complete all 6 units in full by watching all the videos, reading through the learning content on each page, completing interactive activities, knowledge checks and quizzes.

You will be required to complete all learning logs as and when requested.

You will be need to post to each forum when asked, or alternatively, you can comment on someone else’s post.

You will also be asked to complete the course evaluation to give feedback on your learning experience and to contribute to the future development of the programme.

The programme has an end of course assessment.

**End of course assessment**

To complete the FFL programme, you will need to successfully complete the end of course assessment, which is a multiple choice online activity in Moodle.

Time given for this test will be 30 minutes, with two attempts being permitted. If you do not pass on your second attempt, a course coach will contact you to discuss a learning plan of action with you.

We want you to do well, so if you have additional requirements that will give you a better learning experience or you require the end of course assessment in a different format, or need extra time to complete the assessment, please contact Organisational Development.

**Withdrawal from the programme**

Please tell us if you decide to withdraw from the programme as we would like to know your reasons. If you leave the programme, we will let your line manager and Head of Department know so that they can discuss your learning needs with you.

**Complaints and appeals procedure**

If you need to complain or appeal a decision, please contact your course coach in the first instance. If you are not satisfied with the response please put the details in writing to the Organisational Development Manager, who will respond to you within ten working days. If you are still not satisfied, you can appeal to the Head of Learning and Development.

**Certificate**

Upon completion of the course you will receive a certificate to acknowledge your achievement, and the programme will form of your training record on Moodle.