

multiverse

People Leadership Programme

Introductory Launch Booklet

How to manage the programme successfully

Get ready for a new leadership development experience!

The world is changing and the need for effective, authentic leaders has never been greater. This programme is part of Multiverse’s mission to create extraordinary leaders – the kind of leaders people actually want to follow and pioneers who are equipped to lead us all into a better future.

On the programme you’ll be learning key leadership tactics through cutting edge, science based workshops and will then focus on applying these tactics straightaway for immediate impact. You’ll be working with a coach on a one-to-one basis who will help you reflect on and analyse your performance so you grow in confidence as a leader. You’ll also have access to a whole community of like-minded professionals through our Community hub and the chance to build a network that will support you for years to come.

Joining this programme gives you an opportunity to not only transform your own personal and professional development but to also have a positive impact on your teams, colleagues and wider businesses.

We’re so glad you have chosen to join us on this journey and look forward to supporting you.

“Be the leader you wish you had.”

Simon Sinek

Core aspects of the programme

- The programme is **15 months** in total (from launch to final assessment)
- The course is made up of **four modules**
- There are **eight Mindgym partnered workshops** across the programme
- You will have support from an **executive coach** throughout the programme

Programme Outline

Focus on Me

Length: eight weeks

Research shows that leaders who are more aware of how they think, work, and interact with others have a positive impact on their team’s performance.

Focus on Me starts with a deep dive into self-knowledge and kickstarts a reflection habit that will transform the way you lead yourself and your team

Focus on the Team

Length: twelve weeks

Motivating your team to achieve their best takes emotional intelligence and the ability to really listen.

Focus on the Team is where you step up to lead by example - understanding each of your team members as individuals to help them flourish at work

Leading for Impact

Length: twelve weeks

The way that your organisation is governed is fundamental to you and your team’s experience at work - it’s down to you whether compliance becomes a tickbox activity or something more meaningful.

Leading for Impact delves into how we translate the big picture into our daily working lives for maximum impact

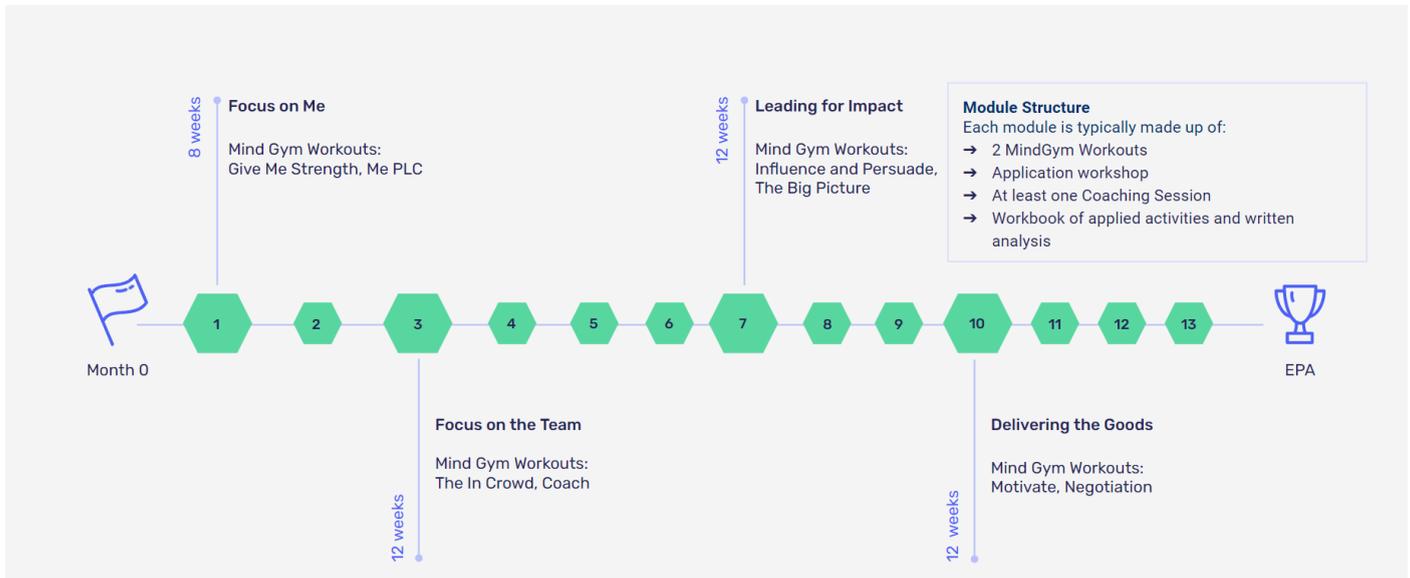
Delivering the Goods

Length: twelve weeks

In delivering the goods, you have the opportunity to choose a real business problem and create a plan to solve it.

You’ll use all of the skills you’ve developed so far to create real impact in your organisation. From managing scope creep to monitoring progress, this module is where you step up to the next level of leadership.

Programme Timellne



Structure of a module

Each of our four modules has three phases. These phases are guidelines for the module and will support your planning and prioritisation throughout the programme.



Phase One

Understanding concepts

You will attend two workshops centred on Mindgym workouts

Through e-workouts and further reading you will develop an understanding of the core concepts and theories for each of the modules



Phase Two

Applying Learning

You will be applying their learning through practical tasks and activities.

These have been designed to develop your leadership and management practice. Each activity has resources, tools and models that you can implement immediately



Phase Three

Reflection and feedback

Each module contains a workbook with a written assignment. You will submit this towards the end of the module

Your coach will provide you with feedback to refine your assignment and you will spend time reflecting on your development across the module

Core components of a module

Two Mindgym workshops: These will typically take place in the first two weeks of a module and are designed to support your understanding of core content, concepts and modules. They will be delivered by Mindgym accredited facilitators

Practical application workshops: These will take place after the Mindgym modules and are designed to support you to translate theory into practice. They will look at how to implement your learning within your role



One-to-one coaching sessions: A dedicated Multiverse coach will be supporting you throughout the programme. You will have regular coaching sessions throughout the programme focusing on personal development and providing tailored support. These are typically 45 minutes in length

Module workbook and assignment: Each module has a linked workbook. This workbook includes a range of activities that you can practically implement into your role and a written assignment

Feedback sessions: You will have the opportunity to get feedback on your workbooks from your coach. This will typically happen at the end of the module

Peer learning sessions: Your coach will support you to utilise the collective knowledge of your peer network and you will be encouraged to organise a number of peer learning sessions throughout the programme

The apprenticeship qualification

On successful completion of the programme you will attain the Team Leader | Supervisor Level Three apprenticeship qualification, accredited by the Chartered Management Institute (CMI).

What is an apprenticeship standard?

An apprenticeship is underpinned by an apprenticeship standard. This outlines the core **knowledge, skills and behaviours** needed to be successful in the role of a team leader. Each module will focus on particular aspects of the standards so that by the end of the programme you can be confident that you will have the evidence necessary to be successful in the final assessment. Your coach will support and guide you to develop the necessary evidence and map the standards you have met

The final assessment

In order to complete the apprenticeship you will need to complete the end-point assessment. This is carried out independently through the CMI. If you successfully complete the assessment you will receive either a pass or distinction grading. There are two assessment methods in the assessment.

Professional Discussion (supported by portfolio of evidence): This is worth 50% of your final qualification and is an interview linked to written assignments and evidence in an online portfolio

Presentation (on a holistic leadership topic): This is worth 50% of your final qualification and is a presentation on a topic chosen by the assessor (sent two weeks in advance) with a Q&A afterwards

We understand that you will be managing the apprenticeship alongside your full time role. Therefore, we have designed efficient and effective tools to help you to manage and track your apprenticeship and progress across the course.

Learning Platform: Appli.ed

To ensure that key information and data is stored in a central location you, and your line manager, will have access to our **learning platform Appli.ed**. This is the only platform you will use to **store evidence relevant to the programme, access course content, set objectives and review assignment and assessment feedback**. You will receive a login to the platform in your first week on the programme and there will be a session to guide you through its use in the first module of the programme.

Off-the-job training and development

An apprenticeship gives you the opportunity to spend 20% of your working time (eight hours per week) learning and practically applying your knowledge and skills. This 20% 'off-the job' (OTJ) learning is a **mandatory government requirement** of any apprenticeship and you will log this on our learning platform **Appli.ed**.

OTJ is defined as 'learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprentices'. There are many different elements which can be included and logged as 20% OTJ learning and we will discuss this further in the launch of the programme.

Some activities that would count as OTJ include;

Workshops: Attending course workshops and any lectures, webinars or discussion related to the subject matter of the programme

Additional sessions: this includes coaching sessions, peer learning sessions, group or cohort discussions or meetings

Shadowing colleagues: These are valuable learning opportunities and are within the scope of OTJ

Readings: Further reading or engaging with materials related to the programme

Application of learning: Any application of learning where you test an idea, implement a strategy or complete an activity linked to the programme would also count

Developmental Objectives

During your time on programme you will regularly set objectives for yourself in consultation with your coach. You will have **two live objectives at all times** while on programme.

These objectives will be based on your specific needs at the time they are set. They can focus on one of two things:

Programme needs: Objectives like this may be focused on things you need to do to remain course compliant, like catching up on OTJ or submitting assignments

Professional needs: Objectives like this may be focussed on professional leadership skills you want to develop, like developing communication or project management skills

Objectives will be logged on our learning platform Applied and can be checked and updated regularly by both apprentices and coaches.

Progress Reviews

Reflection is a core component of this programme. Another component is having an effective support network. Progress reviews are an opportunity to combine these two elements. At three points in the programme your coach will invite **you, your line manager and themselves** to reflect on your development and progress to date and align your workplace priorities with the upcoming content in the programme.

The progress reviews are honest and open discussions and prior to the session each participant will be asked to complete a short form on our learning platform Appli.ed. This will act as a starting point for the meeting and a place to capture feedback and notes.



Workbooks

Each module has a workbook attached to it. The workbook contains a **series of activities** to support you to apply your learning to your work context and a **written analysis**. The completed workbook will form a section of your **evidence portfolio** that you will need to complete the final assessment. The workbook can be found on our learning platform along with guidance on how to use and complete it effectively.