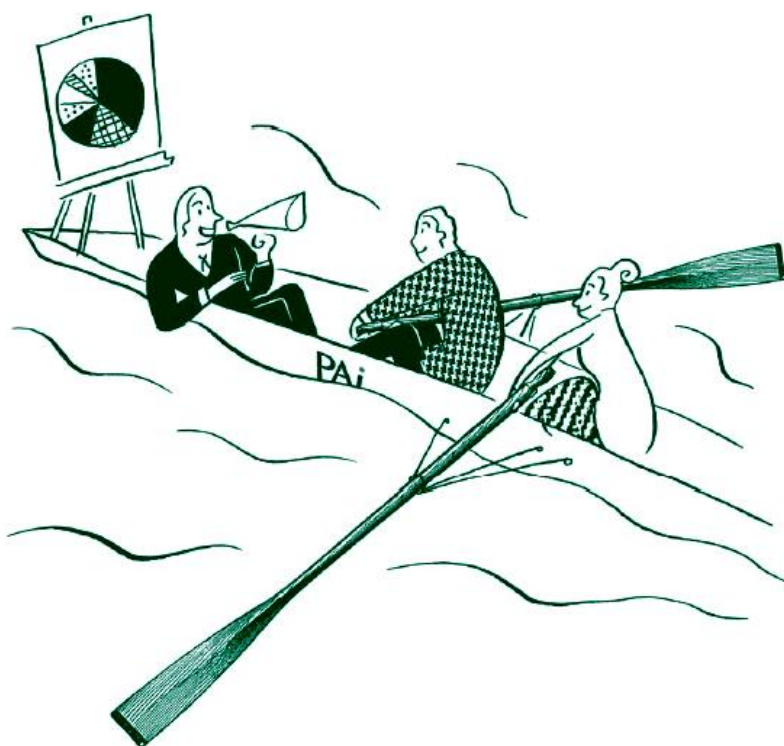


Leading in Changing Times

Shaping the “new normal”



One-week virtual professional leadership development workshop, comprising self-assessment, personal coaching, five webinars and guided study

Induction day 16 November 2020
23 to 27 November 2020



ACCREDITED
BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshop

At PAI, we are committed to the goal that all our participants can continue to learn and develop during the global pandemic. Never has there been a more important time for leaders to be confident in their abilities and self-aware about their own impact. Personal resilience and well-being are essential to equip leaders to lead their people to meet the challenges of the pandemic and the shift to a 'new normal'.

To survive and flourish in a new normal, leaders must be creative, flexible and willing to change. Those who 'stand out' as transformational leaders adapt their styles, remain calm and optimistic and get the best out of their people as they lead their organisations through change. Being highly capable at managing change will help you to be agile and flexible and successfully navigate through the challenges ahead. The workshop will help you to identify those approaches that make a difference to success.

A resilient leader will build trust and be open to trying new ideas and creating strong teams by building positive relationships. Effective leaders know they don't have all the answers but need to engage others to support change.

The workshop includes a pre-assessment leadership profile, the Performance Leader Identifier (PLI), and one hour's personal on-line feedback session. Real World Group's Performance Leader Identifier diagnostic tool focuses on behaviours as opposed to personality type to help you understand how you are leading through the pandemic crisis.

After the programme ends, there will be an opportunity for a further one-to-one coaching session with one of our Workshop Directors to follow up on topics covered during the programme.

Throughout the programme, you will not only learn what you can do differently as a leader but will recognise why it matters. It is time to commit to personal growth and develop a keen self-awareness.

Our workshop will be delivered using Zoho ShowTime, a web conference software which has features that lets the Workshop Directors and participants interact in real time.

Who is the workshop for?

The workshop is designed to develop the leadership skills, insights and confidence of senior leaders, policy makers and managers who are grappling with challenging times whilst continuing to motivate teams to improve the overall efficiency and professionalism in their organisation.

How participants will benefit

The workshop will enable you to:

- Effectively manage and strengthen your own resilience through greater self-awareness in these challenging times
- Grow your own and your people's performance and capability to achieve results while working in changing environments
- Recognise approaches and changes that you can implement to enhance your organisation
- Help you transform your relationships with people whose support you need to achieve results.

Pre-workshop induction

We will create a practice session for participants to join Zoho ShowTime so that you understand the full functionality of the learning platform. This will be arranged on 16 November. During the induction, our Workshop Directors will introduce the PLI that we will send to you. This self-assessment tool takes 20-30 minutes to complete and the reports will be sent to you prior to your coaching feedback session. The self-assessment tool will need to be completed before induction, and you will need to commit to the coaching session during the week commencing 16 November.

What the workshop will cover

The workshop will address the following themes:

- Building personal leadership capability
- Building personal resilience in times of change
- Leading change in your organisation and new ways of working
- Leading system change: strategy and collaboration in transformational change.

This online workshop is designed as a series of five live webinars, one held each day over a one-week period. At times outside the webinar sessions, you will be expected to complete self-study or work remotely, either alone or in groups, on exercises set by the Workshop Directors. All participants will be expected to complete each element of the programme and will need to fully commit both their time and effort throughout. You will connect in online discussions, on social media, and platforms such as Zoom for any group activities and the pre- and post-coaching sessions.

The programme runs from 12.00 to 14.15 UK time each day with practical exercises and recommended guidance for self-study each day.

Programme outline

	12.00 to 14.15 UK time	14.15 UK time onwards
Monday 23 November	Welcome, introductions and workshop objectives Leading self	Practical learning exercise/self-study
Tuesday 24 November	Review and discussion of day one Building resilience in self and teams	Practical learning exercise/self-study
Wednesday 25 November	Review and discussion of day two Leading people through change	Practical learning exercise/self-study
Thursday 26 November	Review and discussion of day three Leading high-performing teams	Practical learning exercise/self-study
Friday 27 November	Review and discussion of day four Shaping the organisational future Recap and programme summary Review and evaluation	

We reserve the right to change the programme as necessary.

Workshop Directors

The Workshop Directors will be Sheena Matthews and Janet Waters.

Sheena Matthews is a founder and Director of “what works? Ltd” and is an Associate Consultant and Workshop Director for PAI. Key competences include: international public service reform, organisation and executive development; board governance and leadership, action learning and research. Sheena has a proven track record in both innovative and practical solutions to organisational change. She has held senior positions in the UK Civil Service and has worked at national and international levels in some 30 countries. Sheena gained her change management and organisational development experience in the profit and not-for-profit sectors. Since 2005 she has been an international public service reform adviser to civil servants in Abu Dhabi, Bahrain, Bosnia-Herzegovina, Bulgaria, Cuba, Ethiopia, Georgia, Kosovo, Mongolia, Montenegro, Nigeria, Poland, UK and Ukraine.

Sheena is a Chartered Fellow of the Chartered Institute of Personnel and Development, a Fellow of the Royal Society of Arts, a Member of the Institute of Consulting and is a qualified practitioner in a range of psychometrics.

Janet Waters is an Associate Consultant and Workshop Director for PAI and is an associate of a number of other organisations. She designs and delivers leadership programmes; designs and facilitates team events; coaches senior executives on talent and development programmes; designs and delivers sessions and programmes for international clients on a range of topics including strategy, policy, human resources and leadership.

Janet is an accredited coach and facilitator offering programmes to public and private sector business leaders. She was Head of International Consulting and Director of Strategic Leadership while at the National School of Government and has worked for the Cabinet Office, the Ministry of Justice and the Home Office. She has also worked extensively with international leaders and managers from many countries, including in Africa, Asia, the Balkans, the Caribbean, Central and Eastern Europe and the Middle East.

How to apply

Please complete the PAI application form online via our website: <https://public-admin.co.uk/booking-form/>.

You can also complete our hard copy application form. Please contact us at pai@public-admin.co.uk to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director.

We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Fees

The tuition fee is £1,255. It includes the PLI, presentation material and other documentation which form part of the programme. The webinar sessions will be recorded and made available to you once the workshop has finished.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We accept payment by credit or debit card but there is a surcharge for this way of paying. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellation

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £100 to cover our administration costs. For cancellations received within 28 days of the start of the workshop, we will charge the full tuition fee.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions will apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

Where we are



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