

FOUNDATION SKILLS DEVELOPMENT PROGRAMME

Grow Your Business From The Ground Up

Empower Your Junior Staff, Forge Your
Organisation's Future Success

INTRODUCTION

The Foundation Skills Development Programme is meticulously crafted to enhance the individual, team, and leadership competencies of junior staff members, and to refresh or refine the skills of those in more senior positions.

Our aim is to cultivate individuals who are not only well-rounded but also effective team players who will embody responsibility and accountability, and drive sustainable advancements within their organisation.

This is achieved through the diligent application of a diverse range of skill subjects, each carefully selected to maximise their professional growth and impact:

- Leadership
- Followership
- Team Dynamics
- Values, Brand and Reputation
- Effective Communication
- Time Management
- Dealing with Change

Upon completing this programme, you will gain enhanced capabilities to:

- Comprehend your own role in relation to that of a leader.
- Establish a foundation in both leadership and followership.
- Recognise and implement the values characteristic of high-performing teams.
- Effectively manage your time.
- Collaborate with both internal and external stakeholders.
- Manage stress and cultivate resilience.
- Apply learned lessons sustainably within the workplace environment.



LEADERSHIP

Leadership and Team Performance – Identify various leadership approaches and traits. Develop the characteristics and skills essential for effective leaders. Enhance leadership abilities through the study of six key pillars and practice leadership skills to evolve as a leader.

Study of High Performing Teams – Explore the characteristics and behaviours that constitute the foundational blocks for success.



LEADERSHIP

Our programme focuses on essential leadership skills – guiding teams towards common goals using diverse styles and traits, underpinned by six key pillars. We examine high-performing team attributes, fostering leaders who excel both individually and in creating collaborative teams. This approach is vital for enhancing productivity, solving problems effectively, and securing a competitive advantage. You will develop these crucial skills, moulding you into a leader pivotal for your organisation's success.



FOLLOWERSHIP

The cornerstone of high-performing teams is Followership, which characterises how individuals engage with and respond to their leader and peers.

We delve into your effectiveness within the team, conducting an in-depth exploration of Followership Types. This includes studies of various models, such as Kelly's model, to identify and address unhelpful behaviours in ourselves and others, thereby enhancing our effectiveness within the team.

"To excel at Leadership, you must first master Followership."
– Truett Cathy

TEAM DYNAMICS

Team dynamics are the unseen forces affecting interactions, collaboration, and performance within a team, shaped by personalities, roles, and the working environment. These dynamics are vital for an organisation as they directly influence productivity, workplace harmony, and success. Positive team dynamics enhance communication, problem-solving, innovation, and motivation. We'll concentrate on nurturing these dynamics, equipping individuals to be integral parts of a cohesive, high-performing team, essential for meeting organisational objectives.



VALUES, BRAND & REPUTATION

What is seen

*What lies
beneath*



VALUES, BRAND & REPUTATION

Creating a strong personal brand involves developing a well-defined, consistent look, message, and presence, both at work and in the digital sphere, that aligns with how you wish to be perceived by others. We delve into this by understanding values, including our own, and considering our intentions versus external perceptions. This approach helps to minimise the gap between our projected brand and actual reputation.



Brand

*what you say and
how you behave*

Reputation

*what others say about you
based on shared perceptions*

EFFECTIVE COMMUNICATION

Effective communication is about more than just talking; it's about clear, concise, and open dialogue, coupled with active listening, understanding, and appropriate responses. Crucial for fostering mutual understanding and aligning teams with shared goals, it plays a key role in enhancing collaboration, transparency, morale, and efficiency within an organisation. Our programme focuses on honing these vital communication skills, essential for both organisational success and a positive, productive work environment.



EFFECTIVE
COMMUNICATION

TIME MANAGEMENT

Time management skills are crucial for setting goals, maintaining focus, organising, prioritising, communicating, and delegating. They enable you to be efficient and productive, ensuring customer satisfaction. By understanding what consumes our time, we can modify behaviours and employ methods that assist in filtering and managing interruptions and irrelevant tasks, thereby improving organisational output.



DEALING WITH CHANGE

Adapting to change in an organisation or team is key to managing shifts in policies, strategies, or personnel. It's vital for effectively navigating transitions, whether market-driven, technological, or internal. Good change management leads to smoother transitions, reduced disruptions, and sustained or enhanced productivity, while maintaining team morale and engagement. Our programme concentrates on developing skills to manage and adapt to change, ensuring individual and team resilience and effectiveness, essential for the ongoing success of the organisation.



MINDSET IS EVERYTHING

Success stems more from the right mindset than solely from intelligence, talent, or education. Individuals with a fixed mindset believe their intelligence, skills, and abilities are innate and unchangeable. In this programme, we explore the concept of mindset and the advantages of adopting a growth mindset in the workplace, as opposed to a fixed one. We'll also uncover strategies to encourage a shift towards a more productive, growth-oriented approach when facing obstacles and challenges.



STRESS & RESILIENCE

Not all stress is bad. However, prolonged stress can lead to decreased productivity and, more significantly, health issues. We foster an understanding of both positive and negative forms of stress, along with their effects on the individual, the team, and the organisation. You will learn to recognise and build your resilience.

Being resilient aids you and your colleagues in managing stressful situations, safeguarding against mental health problems, and enhancing overall health and well-being. In the workplace, this resilience ensures that you maintain high performance and deliver quality results, while also possessing the capacity to care for and support each other.



REDONBLUE

LEADERSHIP IN ACTION

Investing in the development of your people, especially those junior members who are keen to learn, not only showcases exemplary leadership but also elevates morale, enhances efficiency, and establishes a well-developed succession plan.

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