**ASC Team Manager - Training and Progression Opportunities**

Continuous professional development is an essential reflection and learning activity which is a requirement of social workers ongoing registration. It is also an opportunity to increase and improve your knowledge and skills base and opens doors to career development and opportunities.

As a Team Manager, you may be considering your options to progress your career or develop new knowledge and skills. Here are some suggestions and links to learning, training and development opportunities which may be of interest to you. Please note this is by no means an exhaustive list and if you have an interest in a specific area which is not listed here or you find something you think will benefit you but need further advice or information then please contact [ASCLearningandDevelopment@nca.nhs.uk](mailto:ASCLearningandDevelopment@nca.nhs.uk) and we will be happy to support you.

The NCA Learning and Development teams have a full prospectus of courses which can be accessed by following this link [NCA Course Prospectus :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/learning-development/course-prospectus)

You can create a Leadership By All account on the intranet by scrolling down slightly on the home page and clicking on the Leadership By All tab. This will give you access to the training sessions as well as links to articles and other resources which can be used towards your development and CPD. [My Hub :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub?q=%2Fmyhub)

Some ideas of appropriate courses to access via the NCA Learning and Development teams are below.

**Accelerated Leader Development Programme**

This programme embeds the key principles of NCA leadership defined in the Leader Pledge and the High Performing Team Framework. It promises to ensure that all NCA leaders understand the imperative for change, what is expected of them and are committed and able to engage, lead and manage their services and teams in a way that brings to life the NCA leadership ethos and principles.

The content and method are designed to develop knowledge, self-awareness, insight, skills, and provide access to tools and resources.

[Leadership Development](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/talent-organisational-development-tod/leadership-all-development-all)

**Challenging Conversations**

This session is designed for colleagues who have line management responsibilities or people-leading responsibilities working at any level and banding in the organisation. There is general relevance for anyone who may have challenging conversations with colleagues.

[Challenging Conversations](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=52)

**Enabling Effective Learning Environments**

Supports learners to prepare to hold great coaching conversations with learners. Optimises learners personal and professional development. Supports learners in practice and to explore the groundwork required to preparing the learning experience and ensure it is tailored to suit the individual learner. Understand the importance of a sense of belonging, how to support learners who require reasonable adjustments, the importance of a research active workforce and the importance of the multi-professional team in caring for patients. Foster a culture of inclusivity and adopt a positive culture.

[EELE :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/learning-development/course-prospectus/personal-development/EELE)

**Completing an Effective HR Investigation**

This session is aimed at new managers who have no prior experience of leading investigations, managers who would like to refresh their skill set and revisit best practice, aspiring leaders.

[Course: Completing an Effective HR investigation](https://virtualcampus.nca.nhs.uk/course/view.php?id=102)

**Doing Change Well**

[Doing Change Well](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=105)

**Owning Psychological Safety: Practical Strategies for Leaders and Teams**

[Owning Psychological Safety](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=192)

**Personal Impact and Influencing Skills**

This micro-session is designed to help you understand how the communication process works and make you more aware of your personal impact, understanding your own and others perspectives. You will be supported in developing your influencing skills, through learning about two influencing models and practising through real life conversations. The session is a mixture of theory, well established models and practical exercises to help you utilise your new skills at work. It is particularly useful for aspiring or current leaders and managers looking to become more self-aware and enhance their influencing skills. [Course: Personal Impact and Influencing Skills](https://virtualcampus.nca.nhs.uk/course/view.php?id=57)

**Quality Improvement Fundamentals**

This half day programme is designed to introduce a way of making local improvements.  During the session you will learn how to apply the model for improvement to projects and day to day work. Any member of NCA staff with no prior knowledge of QI or those interested in a refresher. Clinical and non-clinical colleagues from all departments are welcome. [Course: QI Level 1 - QI Fundamentals](https://virtualcampus.nca.nhs.uk/course/view.php?id=179)

**Quality Improvement - Project Leader**

This programme is designed to empower staff to lead grass roots change, this practical course aims to equip learners with the tools, knowledge and confidence to lead and evidence a local quality improvement project. Anybody leading QI projects. Anybody who has completed QI fundamentals and wants a deeper knowledge around QI. Attendees must have a QI project identified which aligns with care org/divisional/local priorities. You will be asked to submit a poster of your project to be accredited at this level.

[Course: QI Level 2 - Project Leader](https://virtualcampus.nca.nhs.uk/course/view.php?id=180)

**Effective Appraisal Conversations**

The Appraisal (My Time) micro-session gives NCA Leaders access to a short, bite-sized learning/refresher opportunity. In an accessible 90 minutes session you will be guided on the ethos of the current appraisal approach and best practice within the NCA. Using current tools and resources the session will sequence from a TEAM appraisal through to individual conversation planning and discussion focus as well as practical ‘how to’ reference guides. Suitable for new Leaders to the NCA, existing Leaders looking for a refresher and those new to a Leader role.

[Effective Appraisal Conversations](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=48)

**Formal Investigation, Report Writing & Presenting Evidence (Disciplinary, Grievance, Bullying & Harassment)**

[Formal Investigation, Report Writing & Presenting Evidence](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=116)

**Understanding your Team Quest Profiler**

This short one-and-a-half-hour session delivered via Teams, is designed to introduce the TEAM quest profiler.  It will give you the information and skills to interpret the report to discover your teams’ preferences on a variety of issues which affect your team dynamic including: conflict handling, working styles and cultural match.

This micro-session is particularly useful for current leaders and managers whose teams have completed a QUEST profiler and want some support interpreting it and what it means for your team. [Quest](https://virtualcampus.nca.nhs.uk/enrol/index.php?id=56)

**Recruitment and Selection Training**

This digital learning is appropriate for anyone at the NCA who uses Trac, influences hiring decisions and participates in recruitment and selection processes. It has been designed to support leaders (at all levels) to deliver a successful recruitment process, and confidently challenge biases and assumptions made by others. You do not need any prior knowledge of recruitment to get started.

This e-learning is mandated for anyone involved directly in the recruitment process. Revalidation is every **3 years**. This may include, but is not limited to, hiring managers, HR professionals, senior leaders, governors / non-executive directors, cultural ambassadors, and colleagues who take part in recruitment processes.

Completing this e-learning will help the NCA to ensure fair and equitable practices are upheld and promoted, while supporting sound decision-making in the selection of candidates.

[Course: Recruitment and Selection](https://virtualcampus.nca.nhs.uk/course/view.php?id=184)

**Continuing Professional Development (CPD) and Funding**

Do you want to develop your knowledge and skills?

The CPD Team will support you to aim higher, be the best you can be and take control of your own development. All non-medical staff can access CPD, it can include a variety of internal and external opportunities. This includes:

* Shadowing, mentoring and coaching
* Short and Long-term educational programmes
* Vocational courses (e.g., Apprenticeships)
* Conferences, seminars and study days (please check with the CPD team re: conferences)
* Leadership programmes
* Workforce development

[Continuing Professional Development (CPD) and Funding :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/learning-development/your-learning/cpd-funding?q=%2Fmyhub%2Fcorporate-services%2Flearning-development%2Fyour-learning%2Fcpd-funding)

**Apprenticeships**

Apprenticeships are available for all staff, of any age, in any role. They are available from level 2 (GCSE level) up to level 7 (Masters level).  Existing staff who undertake an apprenticeship will remain on existing terms and conditions. There will be no changes to pay. It doesn't matter what prior qualifications an individual may have obtained as long as the apprenticeship is in a different subject or level to that they have previously studied.  Staff do not need to start a new job to undertake an apprenticeship.

[Apprenticeships :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/learning-development/people-development/apprenticeships)

**Level 3 Frontline Leadership Apprenticeship**

The Frontline Leader apprenticeship is an accredited level 3 programme (equivalent to A level) which is aimed at leaders in all staff groups and typically, but not exclusively, in bands 4-6. The programme is aimed at individuals in a team leader or supervisor role, with operational and project responsibilities or responsibility for managing a team.

Although our Frontline Leader apprenticeship is aimed typically at bands 4-6, we have welcomed staff ranging from bands 2-7. We welcome those who are aspiring leaders onto programme as well however we would just need to ensure that your manager and department are able to provide you with further leadership exposure within your current role.

This apprenticeship provides the underpinning knowledge, skills and behaviours of leadership, allowing learners to build a foundation from which they can further develop their leadership and management knowledge and skills.

**Level 5 Operational Manager Apprenticeship**

Currently under development and due to be available soon, the Level 5 Operational Manager Apprenticeship is designed for supervisors or managers looking to move to a more senior management role.

Typically, but not exclusively, aimed at bands 7 to 8a, this apprenticeship is aimed at Middle Manager, Operations Manager, Divisional Manager, Department Manager and a variety of specialist managers.

This apprenticeship delivers a broad range of practical management knowledge and skills to give you the tools you need to develop further on your management journey.

[Apprenticeships & Qualifications :: Northern Care Alliance](https://www.northerncarealliance.nhs.uk/myhub/corporate-services/talent-organisational-development-tod/frontline-leaders-apprenticeships)

**Chartered Manager (Fast Track)**

Our two-and-a-half-year degree apprenticeship recognises and builds upon existing managerial capabilities, enhancing individual effectiveness and embedding new ways of thinking.

[Chartered Manager Fast-Track Executive Degree Apprenticeship | Manchester Metropolitan University](https://www.mmu.ac.uk/study/apprenticeships/courses/chartered-manager-fast-track-executive)

Recruiting new apprentices or upskilling our current staff is a great way to utilise our Apprenticeship Levy and develop our employees. Please speak to your manager to discuss this option and once agreed please contact us using the email below to discuss the next steps and application process.

[apprenticeships@nca.nhs.uk](mailto:apprenticeships@nca.nhs.uk)

**NHS North West Leadership Academy**

The NHS North West Leadership Academy has a learning zone with numerous e-learning modules on leadership topics including resilience, managing people and effective communication. These can be worked through at your own pace and you receive a certificate at the end of each module which you can download and save.

[NHS North West Leadership Academy | Supporting you to reach your leadership potential](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnorthwest.leadershipnhs.uk%2F&data=05%7C02%7CSarah.Hardman2%40nca.nhs.uk%7Cbec3c59d2b1d4303d27108dd93b98166%7C9a12677ec2e94deba58aee1c59ac0161%7C0%7C0%7C638829147134709158%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=ZY7ec%2Fg%2BoiE6GcuF2pABIyEgj2mhapWr4JXue1DMiDE%3D&reserved=0)

**Don’t Forget!**

You also have access to Research in Practice which offers a huge range of learning and development resources on all matters relating to Adult Social Care.

[Topics | Research in Practice](https://www.researchinpractice.org.uk/adults/topics/)

Contributing to the Social Work Forums, learning lunches or supporting other teams with peer support sessions on topics where you have specific knowledge or skills is also a great way to build your confidence and experience. If you would be interested in supporting these sessions, then please get in touch with us on [ASCLearningandDevelopment@nca.nhs.uk](mailto:ASCLearningandDevelopment@nca.nhs.uk)