

The ECA Management Development Programme

ECA - Developing your business



Representing the best in electrical engineering and building services

The ECA Management Development Programme

ECA - Developing your business

Management skills: the key to a future in our industry

Good management skills enhance businesses and, in today's contracting environment, the ability to run a good business is every bit as important to its success as the quality of the work a company carries out. In our industry, firms need to be 'switched on' to what the marketplace looks like and have a plan in place to ensure the business can respond effectively to rapidly changing market conditions.

Recent research* into the attitude of electrical contracting companies to training has highlighted a lack of understanding of the value that proper planning and skills development brings to a business. Without adequate leadership and management skills, many firms leave the process of directing the business and planning ahead to chance. If firms can be encouraged to change their approach, then they will be in a better position to exploit market opportunities.

*Source: *Incentives and Barriers to Training in the Electrotechnical Industry - ECA report by the Institute for Employment Studies, 2007*

The ECA Management Development Programme

The ECA has teamed up with HR, training and development specialists, Jaluch, to develop the ECA Management Development Programme, which is tailored to meet the needs of ECA member firms and the wider contracting industry. The aim is twofold:

- to give employers access to a relevant and quality means of developing key business skills in their teams
- to identify and provide ECA members and the industry with future managers

Format

The programme offers employers a flexible and effective career development path, designed to unlock the potential of high performing employees (in any role) who have the potential to become future supervisors and managers.

The programme consists of two stages:

- **STAGE 1: SUPERVISION** - 4 one-day courses that aim to provide the skills fundamental to effective supervision
- **STAGE 2: MANAGEMENT** - 8 one-day courses, designed to develop management competencies, building on the knowledge gained in Stage 1.

Each of the units comprises a one-day course, and these are generally scheduled every 2/3 weeks.

Combined, the programme has a total of 12 units and can be undertaken in its entirety (both stages) or per single stage. If the full programme is undertaken, it will usually last between six and twelve months, allowing plenty of time for candidates to develop their newly acquired skills in the workplace. There are no mandatory formal exams, but end of course assessments are used to confirm understanding.



Chartered Management Institute Approval - the recognised stamp of management excellence

The programme has won full approval by the Chartered Management Institute (CMI), the UK's only chartered body which promotes the highest standards in management and leadership excellence.

In order to give formal recognition to the skills gained in the programme stages, each stage has been designed to include the required learning outcomes of the corresponding QCF units - CMI Level 2 Award in Team Leading and CMI Level 3 Award in First Line Management.

All candidates can opt to take up CMI registration* and achieve the above CMI qualifications by completing an additional, externally assessed, CMI assignment using the knowledge gained during the ECA Management Development Programme. More details about the CMI can be found at www.managers.org.uk.

**At additional cost, CMI incentive grant available*

Funding support for ECA members

ECA member firms can access the programme for one or more staff, with full-funding support from the ECA Training Fund, and without affecting the annual ECA member training fund allowance. Course fees will be collected in advance, and are then reimbursed to the ECA member company on successful completion of each full stage of the programme.

Fees

For details of course fees, please see the full course information online at www.eca.co.uk/training.

CMI Incentive Grant for ECA Members

Additionally, a £250 incentive grant (per stage - up to £500 total) is available per candidate for all those who successfully complete the option to achieve the relevant CMI qualification. This is paid to the ECA employer and recognises the extra cost and commitment in time at the workplace required to achieve the CMI qualifications.

Course content

Detailed course content can be found on the ECA website, www.eca.co.uk/professionalandmanagement.

STAGE 1 - SUPERVISION

- Effective Supervision
- Effective Team Leadership
- Effective Planning and Delegation
- Effective Working Relationships



STAGE 2 - MANAGEMENT

- The Individual: Leadership
- Your Team: Developing Team Commitment and Motivation
- The Individual: Managing with Confidence
- Your Team: Managing Performance and Staff Development
- Legal: Employment Law
- Legal: Managing Discipline; Grievances and Absence
- Business Development and Customer Relations Management
- Practical Assessment and Feedback

On completion of both Stage 1 and 2, programme delegates will be encouraged to develop their competence in the workplace by putting into practice the knowledge they have acquired on the courses.

Candidate and employer commitment

The programme requires commitment from both employers and delegates, who must be able to attend all the units required to complete the chosen stage, participate in learning activities, take charge of their own learning, and complete workplace actions supported by the employer or an appointed mentor (guidance is provided to employers and candidates at every step).

Bespoke Programmes

ECA Education and Training can also develop bespoke programmes to suit the specific needs of employers. These may either be designed to meet the needs of individual firms, or for delivery to a defined group of firms.

There is flexibility to allow a wide range of units to be developed, but a typical programme is likely to be delivered over an extended period of time (e.g. six to twelve months) and might include a mixture of in-company training (e.g. covering company IT or HR systems), ECA training courses and others sourced from approved external training providers.

Provided the programme meets the necessary criteria, and subject to the standard terms and conditions, funding may be available for ECA members from the ECA Training Fund.



Our partner - Jaluch

Jaluch is a leading UK provider of people skills, training and consultancy, who have a long-standing relationship with the ECA, delivering ECA seminars across the country on a variety of topics, including employment legislation and day to day employee management.

The Jaluch training style is very participative and interactive. Jaluch have ensured that the learning techniques used for the programme are practical and engaging, to provide an effective method of learning, and they bring innovative ways to learn theories and ideas through practical exercises and games. For technical or craftspeople who are used to working on the tools, Jaluch have worked hard to break down the formality of the classroom from the outset, to ensure delegates feel at ease and ready to learn.

Full content and programme information

Full details are provided in a suite of programme documents, which can be downloaded from the Professional & Management training page of the ECA website, www.eca.co.uk/professionalandmanagement.

Watch the video online!

To take a 5-minute look inside the programme, visit the training section of the ECA website, www.eca.co.uk/training where you can access our in-course video.

You can also access the video and additional background information via the Jaluch website, www.jaluch.co.uk/eca.

Dates, venues and bookings

To enquire about dates and venues in your region, or to register candidates, call the ECA short course team on **0845 872 5361** or speak to your ECA regional manager.

In-company programmes can also be arranged on application to this number.



Representing the best in electrical
engineering and building services