

# QM4 IMPACT<sup>®</sup>

## Quality Management Training for Impact

### Programme Outline and Overview

- Module 1:** Introducing QM4 you!
- Establishing group operating criteria and protocols
  - Identifying professional traits and competencies
  - Exploring situational analysis: finding your strengths
  - Aligning your skills to your school's priorities (2.5 hours)

Intercessional task: Reflect upon the profile of professional traits of those within the Team that you lead and complete Pro-forma. (1 hour)

- Module 2:** Diagnostic tool to assist you in identifying key strengths and competencies and areas for further development. This will enable you to:
- Assess the balance between tasks, relationships and processes
  - Use the QM4 Impact Core Leadership and Management Booklet

Intercessional task: Complete the assessments and QM4 Impact Booklet, following which Course Members will meet with their Line Managers to review the outcomes and determine future programme requirements. (1 hour)

Programme Leaders will arrange a meeting either with the member of SLT with oversight of the QM4Impact Programme or the group of line managers. The purpose of this meeting will be to plan the sequence modules for the rest of the programme. *It should be noted that there are two mandatory modules which are non-negotiable; these are Managing People and Managing Time.*

- Module 3:** Managing People (2.5 hours)

This module comprises two units: Managing Individuals and Teams; and Productive Collaboration, which includes identification of strengths/targets for improvement negotiation and conflict resolution reducing in inter-departmental variance/consistency of practice and departmental time (delegation activities to ensure effective use of other people's time to support developments).

**Module 4:** Managing Time (2 hours)

This module addresses the effective and efficient use of time. It comprises one- step decision-making; handling information; managing meetings for maximum impact; and taking control of e-mails and other media.

Intercessional task – D.I.L.O.s – a day(s) in the life of Middle Leader (1 hour)

**Module 5:** Situational Leadership ( 2.5 hours)

This module reflects back to, and builds upon, the earlier traits analysis in Module 1. It aims to support current and aspiring managers in evaluating the needs and skill levels of the staff they manage, and identify the support they will need to discharge their role effectively.

- Initiating/taking control of ones own subject area
- Redirecting energies and focus to ensuring departmental responsibility for actions and contribution to whole school issues.
- Route Map and Pathway to ensure future direction and responsive actions to management of change issues. How to implement a framework for success

**Module 6:** Managing Data: the Must, Should and Could of Information

This module addresses the effective analysis and interpretation of a range of data, and strategies for selecting the most relevant, fit-for-purpose and appropriate data sets, including national and school- based data sets.

**Module 7:** Self-determined – This allows for individuals to suggest CPD development and areas that they wish to pursue for their own professional advancement

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