

# LEADERSHIP DEVELOPMENT WEEK



SUNDAY 1st JUNE - FRIDAY 6th JUNE 2014 STRATFORD-UPON-AVON

<b>DATE</b>	Sunday 1st June 2014 - Friday 6th June 2014
<b>LOCATION</b>	This six day course will be held at Ettington Chase, Banbury Road, Ettington, Warwickshire CV37 7NZ
<b>REGISTRATION</b>	Registration on Sunday 1st June will be at 7.00pm. The course ends at midday on Friday 6th June. Prior to arrival students will be sent full joining instructions.
<b>DURATION</b>	Six days
<b>COST</b>	£2,250 Members per person including accommodation, course material and refreshments. £2,250 Non-Members (Please note that VAT is applicable on the ABFA's courses.)
<b>DRESS CODE</b>	Smart casual



**BOOK YOUR PLACE ONLINE**  
[http://www.abfa.org.uk/publicdb/select\\_event.asp](http://www.abfa.org.uk/publicdb/select_event.asp)

The ABFA Leadership Development Week course is part of the ABFA Diploma, but also operates as a stand-alone course focusing on personal and professional development in the areas of interpersonal and management skills.

## WHO SHOULD ATTEND?

This course is aimed at those individuals looking to progress into a management role or who are new to a management role. Client Managers, Account Managers and Operations Managers would benefit greatly.

The Leadership Development Week is open to all Member employees and is an excellent development programme in its own right.

Employees who wish to develop their management and leadership skills are encouraged to discuss opportunities for inclusion on the course with the ABFA directly.

## ASSESSMENT

The Leadership Development Week is assessed at the time of attendance. Throughout the week students are assessed as they deal with the issues that are presented, against a defined set of behavioural skills, with the collective records from all assessors forming their overall results.

Skills tested are: assertiveness, communication, decision-making, innovation, leadership, motivation, negotiation, organisation and reasoning. The assessors who are present for the entire week view all students to ensure a fair and reasonable result is achieved.

Once students have completed the Leadership Development Week, they (and their employers) will be notified of the mark



awarded and they will receive feedback from the assessors to assist in planning their personal development. This will involve the students attending a feedback session at a predetermined location and time, to be advised during the week.

## COURSE STRUCTURE

**The course lasts for a week and is made up of two elements, the Business Simulation Exercise and Management Exercises.**

## BUSINESS SIMULATION EXERCISE

The Business Simulation Exercise gives students an opportunity, working in a team, to direct and manage an invoice finance company. It encourages students to operate in a truly competitive environment where good business management, well thought-out

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ideas, and innovative approaches are reflected in their achievements. Throughout the week decisions taken will impact on their results, encouraging students to gain a wider understanding of current industry issues. This simulation model has been developed specifically for the ABFA to include as many of the issues that face the industry as possible. The team environment also encourages the exchange of ideas in addition to allowing students to develop a wider understanding of how the various areas of control impact on each other.

## MANAGEMENT EXERCISES

The Leadership Development Week is interspersed with a number of Management Exercises, which are both team and individually based.

The management exercises are a great way to practice and improve time management, communication and negotiation skills. The exercises create an opportunity to interact with colleagues and improve team building and the performance of the whole group.



## BENEFITS

The Leadership Development Week benefits both Member and employees. Last year's delegates said that they learnt the fundamentals of running a business whilst creating a network of colleagues within the industry and having the opportunity to understand the challenges of working in a management role.

Delegates recognise the investment their employer has made and feel that by attending the course it has given their company individuals with greater experience in making decisions that will help drive the business forward. The course gives delegates the opportunity to see how making the right judgments, however big or small can make a difference in the performance of the company.

The business simulation exercise highlights the challenges that companies face in the industry, but more importantly how working effectively in a team can impact significantly the success of a business.

**“An opportunity to make long-term contacts with peers and meet the experts and leaders that shape the industry.”**

**“A fantastic experience which would benefit all levels of people employed in the industry.”**

**“The business simulation exercise was fun, engaging and developed many personal skills.”**

### Course Cancellation Policy

Cancellations will only be accepted in writing (email is acceptable) and will be refunded in full up to four weeks prior to the event date, subject to a £30 administration fee. Cancellations received between four weeks and two weeks prior to the event date will be charged at 65 per cent of the cost. No refunds will be given for cancellations received within two weeks of the event date. Name changes can be made free of charge at any time.