

UCAN 'Managing Church Well' ILM Course | Pilot | Oct 19 – Mar 21

Course Outline | Dates for Cohort 1

Sept 19	Oct 19 Session 1: TBC – October or November (avoid half term)	Nov 19 Session 2: 14th November?	Dec 19	Jan 20	Feb 20 Session 3: 13 th February? <i>(Deadline for completion of assignment 1)</i>
Mar 20	Apr 20	May 20 Session 4: 21st May?	June 20	July 20 Session 5: 16 th July?	Aug 20
Sep 20 Session 6: 24 th September? <i>(Deadline for completion of assignment 2)</i>	Oct 20	Nov 20 Session 7: 19th November?	Dec 20	Jan 21	Feb 21 Session 8: 11 th February? <i>(Deadline for completion of assignment 3)</i> Followed by an end of Course Social
Mar 21 Certificates awarded. Completion of Cohort 1.					

Outline of the teaching day:

10:45*	Arrival
11:00 – 12:15	Teaching Session 1
12:15 – 1:00	Lunch
1:00 – 2:15	Teaching Session 2
2:15 – 2:30	Break
2:30 – 4:00*	Teaching Session 3

**Timings given are for 'non-accredited' sessions, shown in black on the grid above. Sessions where 'accredited ILM' content is delivered will occupy a marginally longer time slot from 10.30am – 5pm.*

Assignments:

3 modules of the course will be assessed via assignment, providing the successful participant with a level 5 ILM accreditation. Teaching for these modules will be delivered during the sessions highlighted in red. Following on from each of these sessions, the assignments should be approached as detailed below:

- Part 1: Research, Reading and proposal – completed within 6-8 weeks and then submitted to the course team for guidance and recommendations. Research will be directed towards the participant’s ‘live’ work environment, working towards practical outcomes appropriate to their own situation, whilst drawing upon recommended reading.
- Part 2: 3,500 – 5,000 word essay to be completed within 12-14 weeks of teaching date. The submission deadline will often coincide with a contact day.
- Recommended time allocation:
 - Part 1: 8-10 hours, a significant part of which will be experience naturally gained within the normal working environment
 - Part 2: 10-12 hours depending upon the participants experience and familiarity of essay writing

Topics:

The course aims to provide a practical toolbox of management skills, techniques and approaches for individuals working in a senior management role within their church context. The participant will be awarded a recognised management accreditation, but more significant than this will be the skills and knowledge shared to help them manage themselves, others and their teams *well*.

Broadly speaking, the course material will cover 3 themes:

- Self management
- People management
- Team management

Self Management	People Management	Team Management
<ul style="list-style-type: none"> • Assessing your own leadership capability & performance • Developing Critical and strategic thinking • Embracing rhythms of grace and avoiding burnout • Self-care • Emotionally Healthy Management 	<ul style="list-style-type: none"> • Managing Stress & Conflict in the organisation • Developing people in the workplace • Practical guidance for conducting 1:1 line management, annual appraisals, performance management, exit interviews, and developing an approach to pastoral supervision 	<ul style="list-style-type: none"> • Developing & Leading Teams to achieve organisational goals • Managing & Implementing Change • Doing Meetings well • Disciplines of Execution • Leading a functional team

Accredited modules in red.

1:1 Support

- Level of 1:1 support: – Approximate termly 1:1 contact (either in person or most likely via skype)

A continual ‘Learning Community’

This course is a ‘distance learning’ course with 8 contact days where specific teaching material will be delivered. Teaching days should be supplemented with personal reading and work-based research.

All participants are encouraged to attend all days, and the three where the accredited material is delivered are compulsory. However, we are exploring provision for sessions to be recorded and/or streamed online to enable members to participate on any dates where travel is not possible.

Our vision for the course is to bring together a ‘learning community’ of participants, tutors and individuals providing 1:1 support and guidance. Together, they will journey through the 18 months. Course participants will be allocated to a ‘learning triplet’ and asked to provide peer-to-peer support, prayer and a commitment to help each other through mutual learning, whilst the tutors and external 1:1 supporters will provide prayerful guidance and coaching. This ‘learning community’ will be centrally facilitated by UCAN through a private facebook group, WhatsApp messenger group and a monthly email.

Course Logistics

- The venue is still being confirmed but will be in central London, chosen for its central transport links. The day’s timings are designed to enable participants to benefit from cheaper off-peak travel rates.
- The pilot course will run from October 2019 – March 2021. Participants should sign-up by 31st August 2019. A minimum cohort of 12 participants is required to make the course feasible.
- The full cost of the course is £1,470. This can either be paid as one single payment by 30th September 2019, or via the following payment schedule:
 - Payment 1 of £490 by 30th September 2019
 - Payment 2 of £490 by 30th June 2020
 - Payment 3 of £490 by 31st March 2021
- The course will be accompanied by a recommended reading list of 3-5 books. The reading list will be published in advance of the course and titles can either be bought individually from your preferred book stockist, or as a discounted batch from UCAN.
- It is difficult to quantify how much time the course will take from each participant, as it does not equally break down to a weekly average. In addition to the 8 contact days (which will require a 6-7 hour commitment plus travel time), and 3 assignments

(taking 10-20 hours each), there will be a reading list of 3-5 books and some work based reflection. It is anticipated that much of the work-based reflection would be necessary for your work responsibilities anyway, and therefore shouldn't need to represent 'additional' time. Participants will inevitably work through the requirements at their own pace, but if a guidance on time commitment would be helpful, the maximum required will be the equivalent of 18 days within 18 months.

Version 1a

Please note: These guidance notes may be subject to further revision based on the initial feedback from potential participants.