#LeadershipStartsWithMe

skillsforcare

How to use
‘Leadership starts with me’

This resource is designed for leaders and managers to use with groups of workers to discuss what ‘everyday leadership’ is, why leadership skills in frontline workers are so important and how they can improve these skills. We’d recommend that each film and topic are covered in separate sessions, for example in team meetings for groups or during 1-1 supervisions with individual workers. Each activity is expected to take around 15 minutes.

Here’s a simple check list to help plan the sessions:

Before:

- Familiarise yourself with the films and associated questions.
- Plan some uninterrupted time with your team or individual workers.
- Make sure you have a quiet, comfortable room with access to a TV screen large enough for everyone to see and hear the films.

During:

- Read the introduction to the activity out loud.
- Show the relevant film.
- Ask the follow-up questions, one at a time, allowing a few minutes for to discuss each question.
- If there are other key points the individual/group take from the films and want to discuss, allow them some time for this.
- Capture key points, ideas and actions you are going to commit to.
- Remind attendees that no question is silly, they may feel nervous about saying or asking the wrong thing.

After:

- Ask for feedback on the session so you can find out what impact it has had and how you could improve it next time.
- Ensure that you keep a record of the activity for the continuing professional development (CPD).

Watch Film 1 'Making things happen'

Ask the group or individual the following questions, allowing a few minutes to discuss each of them. Capture key points, ideas and actions:

- What decisions do you make on a day to day basis?
- What sort of decisions do you make without asking your manager?
- What decisions to you feel you need to refer to your manager about?
- How do you feel about making your own decisions?

Remember: The questions are there to help facilitate, not restrict, discussions. They don't have to be strictly adhered to.

Summarise your discussions and any actions you have agreed, record them to make sure you follow them up.

Notes

Watch Film 2 'Inspiring others'

Ask the group or individual the following questions, allowing a few minutes to discuss each of them. Capture key points, ideas and actions:

- Who inspires you at work? What do they do that inspires you?
- How do you think you inspire other people?
- What ideas and suggestions have you made to improve the way we work or the wellbeing of the people we support?
- How do you make a difference to the people you support (including people who access the service, managers, colleagues)?
- What are you most proud of in your job?

Remember: The questions are there to help facilitate, not restrict, discussions. They don't have to be strictly adhered to.

Summarise your discussions and any actions you have agreed, record them to make sure you follow them up.

Notes

Watch Film 3 'Taking responsibility'

Ask the group or individual the following questions, allowing a few minutes to discuss each of them. Capture key points, ideas and actions:

- What examples do you have of taking responsibility at work?
- What do you do or could you do better to look after your own wellbeing?
- What do you do or could you do better to manage your time at work more effectively?
- What do you do or could you do better to make sure you are doing a good job?

Remember: The questions are there to help facilitate, not restrict, discussions. They don't have to be strictly adhered to.

Summarise your discussions and any actions you have agreed, record them to make sure you follow them up.

Notes

Watch Film 4 ‘Making improvements’

Ask the group or individual the following questions, allowing a few minutes to discuss each of them. Capture key points, ideas and actions:

- If you come across bad or poor practice, how would you handle this?
- Do you feel comfortable in making suggestions for improvements?
- How confident are you at recognising and challenging discrimination?

Remember: The questions are there to help facilitate, not restrict, discussions. They don’t have to be strictly adhered to.

Summarise your discussions and any actions you have agreed, record them to make sure you follow them up.

Notes

Watch Film 5 'Working together'

Ask the group or individual the following questions, allowing a few minutes to discuss each of them. Capture key points, ideas and actions:

- What situations might colleagues need support during?
- How do you support your colleagues?
- Who do you go to for guidance or support?
- How do you create and maintain relationships with others?
- Is there something that we could do as a team to improve the way we work together?

Remember: The questions are there to help facilitate, not restrict, discussions. They don't have to be strictly adhered to.

Summarise your discussions and any actions you have agreed, record them to make sure you follow them up.

Notes