# Application Form for Action Learning Set Facilitator Training

For all Leaders in Health and system partner organisations in the East of England

**About the programme**

As our integrated care systems continue to evolve, collaboration across Hospitals, GPs, Social Care, Mental Health services, local authorities and many other system partners becomes critical for success.

Action Learning is a powerful process to help groups work together on real problems and learn as individuals, teams and organisations. But it is a real skill to manage and facilitate these effectively.

Based on requests from health and care partners, East of England NHS Leadership Academy will be providing a training programme for Action Learning Facilitators starting in April 2023.

The course will boost Action Learning Facilitators’ confidence, sharpen their facilitation skills, and equip them to facilitate Action Learning Sets in a wide range of settings.

**What will be covered?**

This innovative course is delivered as a blended course with online learning, virtual workshop sessions and extensive online resources for the Action Learning Facilitator to use when managing Action Learning Sets.

The workshops sessions are very practical, and experience orientated, with a full Action Learning Set demonstration by the trainer and many opportunities for the delegates to experience and practise the skills.

The online resources include all the models and tools shared during the training, as well as guidance and forms for the facilitator and document templates to hand out to Action Learning Set members.

The virtual workshop sessions will be delivered as 3 half-day sessions across 3 weeks. The total learning hours are approximately 14 hours (workshops plus online self-study).

At the end of the training programme the delegates will receive an Action Learning Facilitator training completion certificate and will join a rooster of trained certificated Action Learning Facilitator.

Action Learning Facilitator competencies

By the end of this development programme the Active Learning Facilitators will be able to:

* Describe the principles of Action Learning Sets and the value added when using them across ICS system partners.
* Identify and practise the principles and processes associated with Action Learning.
* Utilise the skills, thinking and behaviours required for effectively facilitating Action Learning sessions.
* Adopt effective listening and questioning skills when facilitating Action Learning Sets.
* Create safe and confidential learning environments suitable for effective Action Learning.
* Manage Action Learning Sets and members within them.
* Competently run Action Learning Sets with groups through the application of Action Learning principles, tools and approaches, producing tangible outcomes and actions for group members.

**Experienced trainer**

The programme will be delivered by Nick Howell from Quiver Management. Nick is a very experienced learning and development specialist with two decades as a trainer, coach and consultant. He has held a series of Learning and Development Manager roles across a variety of sectors before joining the Quiver Management team.

Nick has an engaging and inclusive approach to facilitation and training to bring the best out of individuals, aid their learning and achieve change. He has extensive experience in Action Learning having trained individuals and

**Who is this programme for?**

People who wish to facilitate Action Learning Sets in the East of England to support the development and learning of systems working.

Qualified coaches are encouraged to apply, although this is not a requirement.

The NHS Leadership Academy provides leadership development for people of all backgrounds and experiences across our systems.

This programme is suitable for those working in roles within health and care.

Please complete this application form and return it to **eoe@leadershipacademy.nhs.uk** no later than the **1st March, 2023.** Applications will be reviewed, and decisions will be communicated as soon as possible after this date.

The following criteria will be used for the selection:

* able to attend all session dates
* demonstration of commitment to personal leadership development and to developing the skill of managing and facilitating ASLs effectively
* expectation that the participants will run at least one ALS following the programme per year, and in return you will be able to undertake CPD run by the Leadership Academy.
* acceptance of the cancellation policy
* acceptance that section 2 of this form will be shared with Quiver Management. This will enable us to understand the context, needs, and opportunities each delegate will bring. It will help us to build certain thinking, questions, and information into the training.
* **Support from your employer**

The Leadership Academy programme lead will carry out selection, there is no interview.

Please answer all the questions below - feel free to expand the form, as required, to suit your answers. If successful, final joining instructions will be sent **2 weeks prior to the first workshop.**

**The closing date for submission of application forms is 1st March 2023**

**Applications will be reviewed, and decisions will be communicated as soon as soon as possible after this date.**

**Section 1: Personal details**

**Please denote which Integrated Care System your organisation is within?**

Suffolk & North East Essex ICS

Norfolk and Waveney ICS

Bedford, Luton and Milton Keynes ICS

Mid and South Essex ICS

Hertfordshire and West Essex ICS

Cambridgeshire and Peterborough ICS

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| **Your details** |
| **Name** |  |
| **Your Role** |  |
| **Organisation name** |  |
| **Email address and phone number** |  |
| **Line Managers name and title** |  |
| **Line Managers email and phone number** |  |

**Cohort Dates:** Please agree with your line manager on the following dates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Delivery day** | **Delivery Time** | **Session 1** | **Session 2** | **Session 3** |
| Wednesday | 9:30 am-1:30 pm | 19/04/2023 | 26/04/2023 | 03/05/2023 |

Please tick if you can attend the dates of the programme and if they are approved by your line manager.

**Section 2: About you**

## In this section, please be as specific as possible about your learning objectives, how they will support the delivery of strategy, and any other benefits there will be for you personally or for your organisation.

**Please complete the following questions in the boxes provided.**

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**1. What do you hope to gain from the programme:**

1. **Personally?**
2. **For your employing organisation and the wider health and system?**

**2. What will be your key challenges in taking part in this programme and how will you overcome these:**

1. **Personally?**
2. **Organisationally?**

**3. How will you know if you have achieved your objectives?**

**4. Please outline a brief understanding of action learning and why you think it is important for system development?**

**Section 3a: Sponsor support**

**We ask all participants to provide details of a senior leader in their organisation who will act as a sponsor for them throughout the programme. This must be someone who has the authority to release you from the organisation for all of the scheduled activities.**

**The sponsor’s role is to support you throughout the programme, to help you meet both your personal development goals and to support you in your work both within your organisation and across the wider health system.**

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| **Sponsor details** |
| **Name** |  |
| **Role** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Relationship to applicant** |  |
| **Date** |  |

**Sponsor statement**

1. **Please indicate why this applicant would benefit from the programme and how this will be of benefit to their team or organisation and what outcomes would you like to see?**

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| **IMPORTANT****Booking Details & Conditions** |
| **This programme is funded by the East of England Leadership Academy and is a significant investment towards your personal development. In order to successfully complete the programme you are expected to attend all days. It is not possible to attend part of the programme.****In order to demonstrate the best value to patients and taxpayers, we need to ensure maximum attendance on leadership development programmes and events. Please read our** [**Attendance & Cancellation Policy and Privacy Notice.**](https://eoe.leadershipacademy.nhs.uk/resources/privacy-notice/)Your application will be reviewed by the programme faculty.**Please note:****If you are accepted on this programme you will need to commit to the following:-*** **That you attend ALL three half-day sessions (unless previously agreed with the Leadership Academy)**
* **That you have read the east of England leadership academy attendance and privacy notice**
* **That you will complete and return the Evaluation and Menti questions.**
* **That you consent to your name and email address being shared with Quiver Management to access virtual learning.**
* **Acceptance that section 2 will of this form will be shared with Quiver Management. This will enable us to understand the context, needs, and opportunities each delegate will bring. It will help us to build certain thinking, questions, and information into the training.**

If you are offered a place on the programme you will be invited to confirm acceptance of your place.***I have read and I understand the booking conditions*** ***[ ]*** ***We cannot proceed with your application unless this box is ticked***Thank you for completing this form, please return to:**eoe@leadershipacademy.nhs.uk****Please hold the programme dates in your diary.** |