



Speedy Senior Leadership Programme

Welcome Pack

Welcome to the programme

We are delighted to welcome you to the Speedy Senior Leadership Programme. You are one of a small group who bridge the gap between the higher directorship and day-to-day operations, ensuring that Speedy's strategic priorities are communicated and delivered successfully.

We want you to feel empowered to drive Speedy's strategy and to adapt and change to ensure we simplify, standardise and grow our business. This programme will enable you to look across the business and see the bigger picture, offering solid strategic leadership even in times of ambiguity.

This document contains a high-level overview of the programme, key information and guidance on actions that need to be completed before the programme begins.

About the programme

This 12-month programme will provide you with opportunities to reflect on how you operate currently and identify how to enhance your performance as a leader within Speedy. It will involve a blend of activities including theory input, group discussion, experiential exercises, self-study and group tasks.

The programme will be delivered by Dove Nest Group and Dale Carnegie, both of whom are specialists in their fields.

In each quarter, you will attend a two-day workshop delivered by Dove Nest, followed by a two-hour coaching session to help you implement your learning in the workplace. The Dale Carnegie sessions will take place in Q3.

Throughout the programme you will be working on a project in your business area. This will allow you to demonstrate your leadership capability in the workplace. The outcomes of your project will be presented to members of the Executive Board in September 2021.

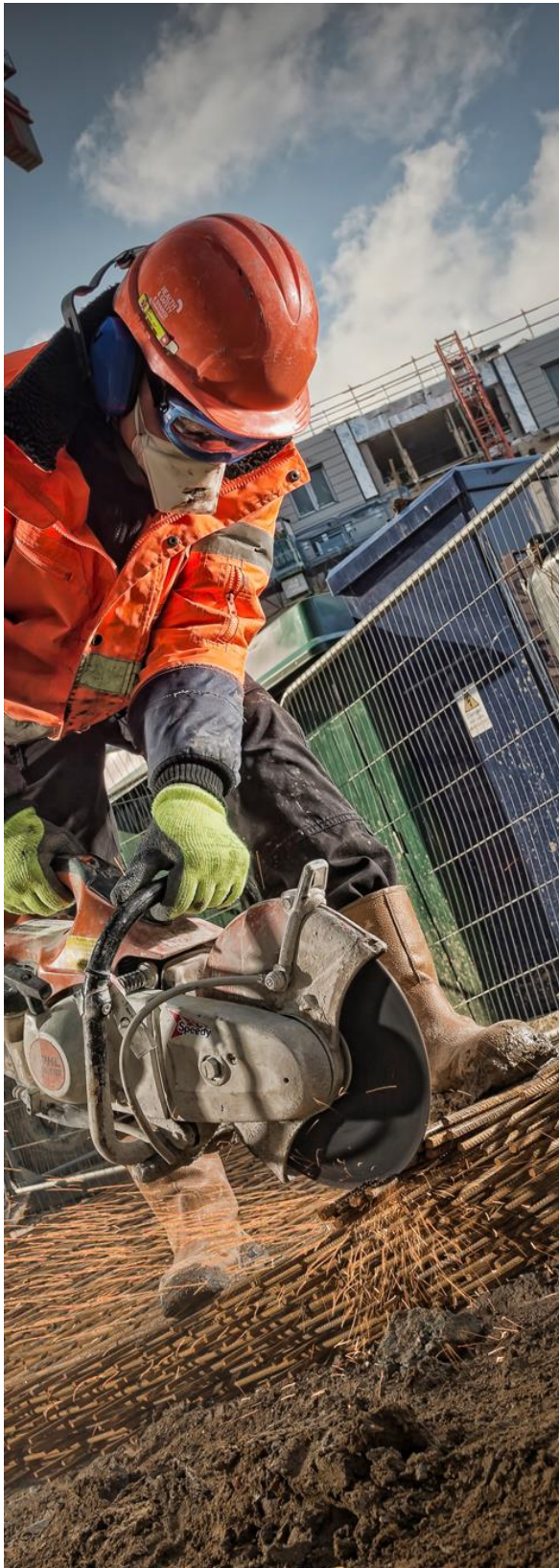
Key Actions Before You Start

In w/c 2nd November we will be emailing instructions for a 360 degree survey.

Please read and action them as soon as possible so that the survey can be completed before the first workshop.

Dates

Date(s)	Event
w/c 2 Nov '21	Initial 360 survey
17/18 Nov '20	Workshop 1
7, 8, 10 Dec '20	Coaching 1
26/27 Jan '21	Workshop 2
8 - 10 Mar '20	Coaching 2
20/21 Apr '21	Workshop 3
w/c 26 Apr '21	Dale Carnegie pre-session
w/c 17 May '21	Dale Carnegie session
28 - 30 Jun '21	Coaching 3
w/c 5 Jul '21	Dale Carnegie follow-up
13/14 Jul '21	Workshop 4
16-18 Aug '21	Coaching 4
w/c 6 Sept '21	Project presentations
w/c 13 Sept '21	Project presentations
w/c 20 Sept '21	Final 360 survey



Programme Objectives

By participating in this programme you will;

1. Have established your own leadership proposition,
2. Be accountable and take the initiative for driving proposals to the board,
3. Have built self-awareness,
4. Be able to evaluate the performance of others and give timely and constructive feedback,
5. Understand and value the range of leadership styles required to motivate different people in a variety of situations,
6. Have identified the leadership qualities required for success in complex environments,
7. Be able to lead change and effectively cascade consistent messages,
8. Have explored how you, as a leader, can provide a positive return for Speedy.

Anticipated Outcomes

As a consequence of the programme, we anticipate that this team will be able to;

- a. Proactively drive change to achieve Speedy's strategic objectives,
- b. Develop others to unlock potential and maximise performance,
- c. Work effectively as a single peer team across the business,
- d. Increase morale, motivation and engagement within their teams,
- e. Consistently communicate and cascade corporate priorities.



The First Workshop - Building Team Awareness and Performance

The first workshop will be delivered using MS Teams. You should expect to be engaged in the workshop from 9.00 am until 5.00 pm on both days. *This will not be a continuous, 8-hour Teams meeting* but a mix of whole group sessions, smaller team sessions and some work alone. If possible, work from home, to minimise distractions.

A handbook for the workshop, including a timetable, will be posted to you in the week before the event.

Other Workshops

The locations of Workshops 2, 3 and 4 will be confirmed nearer the time.

Joining instructions for these events will be issued beforehand.

Dale Carnegie sessions

These sessions will focus on developing your communication and presentation skills.

The pre and post sessions will be held online. The first of these will last for two hours. Details of the final session will be supplied in due course.

The main workshop is a two-day event. Location details will be supplied nearer the time.

Coaching

There are four, two-hour coaching sessions in the programme. These will be delivered by Dove Nest, using MS Teams. Dates and times for these will be agreed at the workshop before them.

Business Project

You and your Line Manager will need to select a business project that relates to your current role. At the end of the programme you will be asked to present your project to the Exec Board to show application of learning and ROI.

If you are currently working on a project that will enable you to demonstrate the above, you are encouraged to adopt this as your business project to minimise the impact on your time.

During the first workshop and coaching sessions you will have an opportunity to define your project and the results that you will be able to show by the end of the programme.





We believe that to learn, people need to feel comfortable. It is never our intention to knowingly leave you in the dark or to withhold information unnecessarily, so if you have any questions about the programme or concerns, please contact us.

Similarly, we believe that feedback is a powerful aid to learning, not just for our participants but for us as it allows us to shape the programme to meet your needs. After each event we will be asking you to complete an evaluation of your immediate reactions. This will be supported by other evaluation measures including identifying examples of application of learning, interviews with your line managers and the final 360-degree survey.

If you have feedback for us at any stage, we would be pleased to hear it.

