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Agylia eLearning Library

Leadership and Management Collections

Better informed people power the most effective organisations. Enabling managers and leaders to build and develop key skills not only drives individual and collective performance but also helps to attract and retain top talent. It keeps you ahead of the game.

Leaders need to create trust, innovation and an environment for success; they have the right performance conversations and build strong, productive relationships. These collections help every leader to realise their potential and make the most of the knowledge, skills and behaviours available in their team.

CPD accreditation and certification for every lesson allows your organisation to make sure that all learning is compliant and reliable. The content is continuously refreshed to keep learners up-to-date.

Collections are easily added to your Agylia Learning Management System (LMS) and are fully responsive, providing a great user experience across desktop, tablet and mobile devices. Whether learners are in the office, at home, travelling or working away, they'll have access to their eLearning.

First-line leader

Becoming a leader is exciting, but the process can be overwhelming at first. We've purposely built this collection to enable first-line leaders to be empowered and confident to develop their own style efficiently, in the workplace or remotely. We include resources for further self-directed learning.

Lessons include:

- Build a team vision
- How effective are your leadership skills?
- Managing conflict
- Welcome to leadership
- Becoming an effective leader
- Team types and your role as a leader
- Setting yourself up for success – burglar Bill
- Setting yourself up for success – buy me
- Setting yourself up for success – staying alive
- Setting yourself up for success – dealing with change
- Managing stress in remote teams
- Remote recruitment
- Remote team performance
- Welcome to talent development.

Leadership knowledge

Leaders have a responsibility to understand how they behave in different situations. They should always be thinking strategically to improve their style and have the skills to transform into the leader they need to be. This collection features a number of topics, such as training and development for managers and problem solving.

Lessons include:

- Leading a remote team
- Inspirational leaders
- Leadership vs management
- Finance for non-financial managers
- The procurement cycle
- Leading innovation and change
- Objective setting
- Solving problems by making effective decisions
- Training and development for managers
- Understanding the management role
- Strategic thinking
- Training, coaching, mentoring
- Talent development game
- Managing stress and conflict.

Leading a great team

Leaders should inspire teams to do their best work – it's an important part of any leadership role. Managers should promote personal development, helping to plan and manage an individual's professional progression.

Lessons include:

- Feedback video
- Difficult conversations
- Coaching
- Optimising team performance coaching
- Delegation
- Feedback
- Optimising team performance – motivate and engage

- Optimising team performance – the outcome cycle
- Optimising team performance – transactional analysis
- Using teamwork to boost performance
- Supporting the team.

People manager

Why is people management such an important skill in the workplace of the future? In this collection, you'll find out about the stream of other resources we've put together and how you can interact with them. This content will support your organisation through all the policies and procedures that come with leadership and management.

Lessons include:

- Managing others effectively, dealing with absence
- Managing others effectively, delegation and planning
- Managing others effectively, delivering feedback
- Managing others effectively, summary and assessment
- People management: absence procedures
- People management: capability procedure
- People management: code of conduct
- People management: disciplinary procedure
- People management: disputes resolution
- People management: probationary procedure
- The importance of managing attendance
- People management styles
- Welcome to people management
- What's your gen? Workplace generation identifier
- Reviewing performance
- Performance appraisals: a guide for employees
- Performance appraisals: the interview
- Adoption leave, paternity leave and shared leave
- Adoption leave and pay
- Paternity leave
- Shared parental leave.

HR processes

Ensuring that leaders are up-to-date on current legislation and best practice is a primary focus for HR staff. This collection gives you the tools to stay up-to-date with relevant legislation and the requirements relating to team needs such as right to work, IR35 off-payroll working and the recruitment process.

Lessons include:

- Bullying and harassment in the workplace
- Chairing a disciplinary meeting
- Freedom of information
- Interview skills
- Managing recruitment
- Promoting positive attendance
- The recruitment process: interview and induction
- The recruitment process: initial stages
- Writing job descriptions and person specifications
- Accessible information standards
- Off-payroll working IR35
- Right to work.

Coaching and mentoring

Lessons include:

- Coaching for coaches
- Coaching for coachees
- Mentoring for mentors
- Mentoring for mentees.

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