

BME Personal Development

A one-day course

Several research reports have shown that where there are high concentrations of people from BME communities, BME staff tend to be under-represented in the workforce at all levels, especially at management levels and also experience slower career progression. This course provides an opportunity to explore the number of internal and external barriers to promotion for those from BME backgrounds and discusses the challenges & constraints facing them.

The course is designed for BME staff who wish to pursue a career into a 'management' role by providing them with the opportunity to identify what is needed to make that progression and also for current BME Managers wanting to progress into a senior management role. It will focus on overcoming obstacles and about making an impact, identifying the skills, the confidence and the motivation to progress through the organisation into management and leadership roles.

Learning Outcomes

On completion of this course, participants will be able to:

- Identify the potential career barriers facing BME staff and identify ways to overcome the challenges they face
- Understand the importance of their image, develop positive thinking and motivation strategies
- Reflect on the key skills required to be an effective Manager and gain an improved appreciation and understanding of the management/leadership role
- Understand how to write effective job application forms and be able to plan & prepare effectively for interviews
- Identify and learn how to develop and demonstrate the key skills required in order to progress in their career
- Produce an individual development that will support their future career aspirations (review current position, set goals, develop personal strategies)

Training Techniques

Whole & small group discussions, individual & group exercises, case studies, Q&A, supported by relevant hand-outs & tutor input.

Timetable (may be subject to minor amendment)

- Session 1** Introduction
Understanding organisational culture
BME employment and career issues
Identifying barriers to success
Identifying the key skills required for success
Exercise 1 - Overcoming obstacles & making an impact
- Session 2** Positive thinking & motivation strategies
Image & presenting yourself in different situations
Planning, preparing and participating in meetings
Effective decision making and problem solving skills
Self esteem, self confidence & assertiveness skills
Role & responsibilities of an effective Manager
Key skills required to become an effective Manager
Exercise 2 – Problem solving & decision-making
- Session 3** Writing effective application forms
Preparing for interviews
Developing interviewing skills
Delivering convincing answers confidently
Exercise 3 - Practising 'typical' interview questions and preparing questions for interview panel
- Session 4** Personal values & confronting own career choices
Re-establishing career goals
Personal review and career planning
Developing networks with colleagues facing similar challenges
Exercise 4 - Establishing personal development goals & personal action planning