

Board leaders Course - Programme

Day One

Managing the Board

- this will cover the aspects of the Scenario which involve
- working as a leadership team,
- managing the Board Meeting
- organising and guiding the work of the Board; this involves ensuring that the NMF is in place, that there is a policy and working process for Applications and Confidential Applications, training for the board as a whole, allocation and reporting back Special Interest Areas
- Engaging with individual members including guiding new members and managing conflict

11am	Assemble, Coffee, housekeeping, Introduce team
11.15	Introduction to the Course
11.30	Group session – introductions, Scenario Reading and Organising and Prioritising
12.30	LUNCH
13.30	Session 1
15.30	Tea and Coffee and check-in
16.00	Session 2
18.00	end of day
19:30	Dinner

Day Two

Representing the Board

This would involve the following aspects:

- Establishing and maintaining a relationship with the prison/detention Centre
- Recruitment
- Working with the Secretariat
- Preparing, publishing and promoting an Annual Report

9.00	Session 3
10.45	Tea and Coffee
11.00	Session 4
1.00	LUNCH
1.45	Individual planning for first year as Chair
14.15	Plenary – Open Q&A session
	Final quiz
15.00	End

Aims and Objectives of BLC

Aims

To enable Board Leaders:

- To improve their knowledge of the roles and responsibilities of IMB Board Leaders
- To develop their skills and confidence within certain subjects to carry out their duties as laid down by The National Council

Learning Objectives

At the end of the course, the learner will be able to demonstrate competence in the following ways:-

Leadership of the Board

1. Know how to motivate and manage board members both as individuals and as a team monitoring activities in an establishment.
2. Understand how to build an effective team.
3. Recognise the importance of delegation.
4. Know how to develop Board procedures to support a team approach and effective record keeping.
5. Understand strategies for succession planning, including, for Chairs, the development of the skills of the Vice Chair and BDO.
6. Develop confidence in dealing with interpersonal issues and resolving conflict.

Know how to successfully chair a meeting ensuring that all board members are empowered to take an active part.

Representation the Board

1. Explore strategies for building an effective relationship with the establishment and other relevant parties.
2. Understand your responsibilities for producing an Annual Report and know how to ensure that it is prepared by the whole Board in a timely manner.
3. Understand the various matters for which Secretariat requires compliance and the relevant timetables.
4. Understand the recruitment process.