National Federation of Builders

NFB LEADERSHIP DIPLOMA

Laying the Foundations for Leadership in Construction

PROSPECTUS

www.builders.org.uk | 03450 578 160 | **AskNFB@builders.org.uk**

Welcome

NFB Leadership Diploma Course Leader, Vaughan Hart is an accomplished Human Resources professional with over 35 years of extensive experience in the Construction Sector, Facilities Management, Hospitality, and Retail.

Vaughan's career commenced in operational and site management roles, eventually transitioning to Learning and Development and senior generalist leadership positions.

In the UK, while many industries excel in providing technical training, there is a notable deficiency in recognising and fostering effective leadership skills. This gap is particularly evident in sectors that are highly skilled, technical, and safety-critical, such as construction.

A 2024 report highlighted that nearly two-thirds of organisations are experiencing significant skills shortages, with a substantial portion attributing these gaps to inadequate management and leadership capabilities.

As the marketplace becomes increasingly competitive, it is imperative for UK businesses to invest in developing the behavioural competencies of both new and existing leaders. Equipping leaders with these essential skills is crucial to ensure the future success and sustainability of our industries.

To address this need, we have identified key behavioural leadership competencies and structured a programme comprising four foundational segments. The core content is designed to provide executives with the knowledge necessary to enhance their proficiency and grow competency in current and future roles.

Introduction

The NFB Leadership Diploma has been developed to equip current and aspiring leaders in the UK construction sector with the essential skills and competencies required for effective leadership.

The construction industry, while proficient in technical training, often lacks structured development programmes that focus on leadership and people management. As businesses continue to evolve within an increasingly competitive and regulated environment, effective leadership is crucial to drive efficiency, productivity, competence and workforce engagement.

This programme aims to bridge that gap by providing structured learning that enhances leadership capabilities, improves communication, strengthens team management, ensuring compliance with employment regulations. The structured assessment methods will ensure that participants not only absorb theoretical knowledge but also apply these concepts in real-time leadership scenarios.

Programme Delivery and Requirements

Each input session within the NFB Leadership Diploma will be delivered over 4 to 4.5 hours, providing in-depth training and interactive learning experiences.

Sessions will be conducted either face-to-face in a group setting or delivered remotely via Microsoft Teams, ensuring accessibility and flexibility for all participants.

To successfully achieve the diploma, each delegate must:

- Attend all scheduled training sessions under each segment.
- Complete the associated multiple-choice test for each segment to demonstrate theoretical understanding.
- Undertake and successfully pass the applicable assessment for each segment, which may include scenario-based assessments, case studies, or reflective tasks.
- Participate in the final portfolio presentation and professional discussion, showcasing their learning and application of leadership skills in the workplace.

Programme of Learning

1	**Introduction to Leadership**
2	**Leadership Communication**
3	**Leading the Team**
4	**Managing People – Insight into Employee Relations**
FA	**Final Assessment**

Segment 1: Introduction to Leadership

This segment lays the foundation for effective leadership by helping participants understand the core principles of leadership within an organisational and in operational context.

It will explore the broader role of leaders in shaping business success and focus on how leadership behaviours influence workplace culture, employee engagement, and overall performance.

Participants will gain insights into organisational structures, business strategy, and leadership development, ensuring they can align their personal leadership approach with business objectives. Through guided self-reflection, participants will assess their current leadership strengths and areas for development, setting clear personal growth goals. It enables participants to recognise their role in shaping organisational success and encourages self-reflection on personal leadership strengths and areas for development.

Key Topics:

- Understanding your organisation and its structure
- Aims, values, and beliefs – organisational and individual
- Company analysis (SWOT – PESTEL)
- Your role within the business – Perception vs. Reality
- Self-development – Personal Development Plan (PDP)

Assessment Method:

- **Multiple Choice Test:** This will assess the participant's understanding of organisational structures, business analysis techniques, and the role of leadership within the construction sector.
- **Reflection Task:** Participants will develop a Personal Development Plan (PDP), encouraging self-awareness and long-term leadership growth.

Segment 2: Leadership Communication

Clear and effective communication is at the heart of successful leadership. This segment will provide participants with the tools and techniques needed to communicate confidently and effectively within their teams and across different levels of an organisation.

It will cover key aspects of verbal, written, and non-verbal communication, as well as how to manage meetings, provide constructive feedback, and handle difficult conversations. Special emphasis will be placed on communication within high-pressure environments, where clarity and precision are essential to maintaining safety, efficiency, and productivity.

Participants will also explore the role of delegation as a leadership tool and how it can be used to enhance team motivation and performance, team cohesion, and conflict resolution. Poor communication often leads to inefficiencies, misinterpretations, and negative workplace behaviours, all of which can impact project delivery and safety.

Key Topics:

- Effective communication skills – The importance of communication within the business
- Organising and managing individual and team meetings
- Managing your and others' time effectively
- The importance of delegation as a leadership tool

Assessment Method:

- **Multiple Choice Test:** Designed to evaluate knowledge of communication strategies, meeting management, and time management.
- **Scenario-Based Assessment:** Participants will be presented with common communication challenges within a construction setting and will be required to propose effective resolutions.

Segment 3: Leading the Team

Successful leadership goes beyond giving instructions—it requires the ability to inspire, motivate, and manage diverse teams. This segment focuses on leadership psychology, exploring styles and their impact on team dynamics.

Participants will learn how to foster a positive work environment, resolve conflicts effectively, and build cohesive, high-performing teams. Key aspects of performance management, including setting objectives, providing feedback, and addressing underperformance, will be covered in detail.

Additionally, this segment will introduce practical frameworks for managing team dynamics, ensuring that leaders can navigate challenges such as change, resistance, and employee engagement with confidence, ensuring smooth collaboration between different trades, and fostering a productive work environment. This segment delves into the behavioural aspects of leadership, focusing on team dynamics, motivation, and conflict resolution.

Key Topics

- Using different leadership styles to motivate team members
- Understanding and managing team dynamics
- Managing performance issues and addressing underperformance
- Managing conflict and confrontation effectively
- Using business tools effectively – Performance and development appraisals

Assessment Method:

- **Multiple Choice Test:** Assessing knowledge of leadership styles, motivation techniques, and conflict resolution strategies.
- **Case Study Analysis:** Participants will analyse workplace-based leadership scenarios and propose strategies for managing team challenges effectively, demonstrating their ability to apply theory to practice.

Segment 4: Managing People – Insight into Employee Relations

Managing people effectively requires a solid understanding of employment laws, workplace policies, and best practices in human resource management.

This segment provides leaders with a practical introduction to employment rights, legal responsibilities, and disciplinary procedures within the UK construction sector. Participants will learn how to handle grievances, manage attendance, and create fair and legally compliant workplace policies.

Case studies will be used to illustrate key legal considerations, helping leaders understand how to navigate complex personnel issues while fostering a fair and positive work environment.

The segment will also address strategies for promoting employee well-being and engagement, ensuring that leaders are equipped to build strong, motivated teams, discipline, and grievance management to maintain fair and legally compliant workplaces. This segment provides an essential introduction to employment rights and people management within the construction sector.

Key Topics

- Understanding individual and collective employment rights
- Principles of discipline and grievance management
- Managing disciplinary procedures within the team
- Managing attendance and addressing absenteeism

Assessment Method:

- **Multiple Choice Test:** Evaluates understanding of employment rights, disciplinary procedures, and HR best practices within the UK domestic legal framework.
- **Scenario-Based Discussion:** Participants will analyse and respond to an employee relations case study, ensuring they can apply knowledge to workplace situations in compliance with employment law.

Final Assessment

At the conclusion of the programme, participants will undertake a Final Portfolio Presentation and Professional Discussion to demonstrate their learning, leadership application, and strategic thinking.

Final Assessment Components:

- **Portfolio Presentation:** Participants will submit a portfolio including case studies, reflections, and leadership strategy documents developed throughout the programme.
- **Professional Discussion:** A structured discussion where participants reflect on their learning journey, leadership development, and how they intend to implement their knowledge within their workplace.

Through a combination of theoretical learning, practical application, and structured assessments, participants will develop confidence in their leadership capabilities. The programme not only enhances their ability to manage teams and projects effectively but also ensures they operate within the necessary legal and organisational frameworks.

National Federation of Builders

The National Federation of Builders is the foremost professional association of builders contractors and housebuilders.

We deliver unrivalled services, standards and advocacy to members across the United Kingdom.

www.builders.org.uk
www.ask-nfb.builders.org.uk
03450 578 160
AskNFB@builders.org.uk

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