Management Development Programme Summary

Our commitment…

The Management Development workshops will run approximately every four weeks.

The Programme dates are as follows:

- 19 May 2021
- 15 June 2021
- 13 July 2021
- 10 August 2021
- 31 August 2021
- 05 October 2021
- 02 November 2021
- 30 November 2021
- 14 December 2021
- 18 January 2022
- 15 February 2022
- 15 March 2022

Coaching:

- ✓ Coaching is an integral part of this training programme. From session two we will start with group coaching to embed coaching behaviours into your management style.

Your manager's commitment…

Your managers are asked to:
- ✓ Be prepared to participate fully in all training sessions.
- ✓ Be prepared to apply their learning back into the workplace after each session.
- ✓ Commit to the full 12-month programme to ensure effective group cohesion.
- ✓ Twelve x half-days released from the workplace to attend workshops.
- ✓ The drive to put your learning into practice back in the workplace.

Venue & Timings…

Online: 9am – 1pm latest – this includes two breaks of 15 minutes each
15 June 2pm – 6pm latest (all other sessions 9am start)

Future programmes…

Foundation modules will start bi-monthly. From May 2021 new joiners to the programme will attend modules one and two in small groups before joining the ongoing programme. In this way your managers' support network grows and different perspectives and experiences of management are regularly introduced to encourage greater learning and understanding.

Course Content

You as a manager
- Identifying your goals for management development
- Understanding the role of the manager
- Recognising your strengths and areas to develop

Coaching skills
- Using coaching as a feedback tool
- Identifying the key elements of workplace coaching
- Developing your coaching skills to address management challenges

Motivation for team success
- Identifying what motivates you and your team
- The importance of adapting your approach to the individual
- Appreciation and motivation at work

Communication skills to build rapport
- Identifying the right communication channel for the message
- Building rapport to develop relationships
- Listening skills for effective communication

Conflict management
- Understanding different perceptual positions in a conflict
- Identifying your default mode of handling conflict
- Putting good relationships first when managing conflict

Stress and Mental Health Awareness
- Understand stress and mental health at work
- Recognising the signs of stress in yourself and others
- Identifying appropriate responses to stressed employees

Equality and Inclusion at work
- Understanding the Equality Act 2010
- Recognising the impact unconscious bias has at work
- Mitigating the impact of unconscious bias

Performance Management
- Understanding the performance management cycle
- Setting objectives for performance improvements
- How to give constructive, critical feedback

Delegation for greater productivity
- Identifying barriers to delegation
- Using a framework for identifying tasks to delegate
- How to approach the individual and delegate effectively

Problem Solving and Decision Making
- Take a structured approach to problem solving
- Defining the underlying causes and the impact of the problem
- Generating ideas to solve a problem

Managing Change Effectively
- Understanding the psychological process of dealing with change
- Asking the right questions when planning for change
- Effective communication in the planning and marketing of change

Emotional Intelligence in Management
- Understanding Emotional intelligence (EQ) and management
- Reviewing your EQ development
- Planning for future growth