

Duration

This engaging, useful and interactive Module combines a workshop with a Learning Set.

The Workshop is delivered during a whole day (in person).

The Learning Set for each participant lasts for a half-day.

Who's this for?

- New managers
- Aspiring managers who are gaining both information and experience before appointment
- Those who want to refresh and refocus their approaches to being a manager

Why attend?

It can be quite a change – exciting and nerve-racking - to take on the role of a manager. There are new expectations, responsibilities, attitudes and behaviours to be learned and practised.

This module will introduce you to the key elements of the role of a manager so that you can start the role with assurance, boldness, clarity and determination to succeed.

The Learning Set gives you the chance to review your learning and progress and to discuss the specific situations you face as you establish yourself in the role.

What will we get out of the workshop?

This workshop will support and challenge you to:

- identify the qualities and skills of an effective manager
- describe and use a range of leadership styles, given the situation
- examine the leader's role in building trust in an effective team
- hold challenging conversations
- prepare an action plan to implement and practise the learning

What's on the Agenda?

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Preparation Work

- ✓ Discuss the course content with your Manager to identify your focus areas
- ✓ Reflect on the practices of someone who you would rate as a 'good manager'

The Workshop

- ✓ Roles and responsibilities of a manager
- ✓ Managing and Leading
- ✓ Styles of Leadership
- ✓ Your reputation as a Manager
- ✓ The importance of building trust
- ✓ Building an effective team
- ✓ Holding difficult one to one conversations – when emotions are strong for both parties

Learning Set (4-6 weeks post Workshop)

This half-day meeting with a small group of fellow participants gives you the chance to discuss your progress, plans and challenges with your colleagues and a coach in order to maintain your development resulting from the Workshop

Practice at Work (approx. 3 months)

- ✓ Discuss the workshop content with your Manager to gain their support for your development actions and experiments
- ✓ Adapt working practices and review you're your progress