First Steps into Leadership and Management

Do you want to enhance your skills and knowledge to lead, manage and motivate your team? This programme will help you develop your skills, knowledge and personal abilities you need to succeed as a manager. It will help improve your communication skills and ability to motivate and inspire your team.

Objectives

As a result of completing the workshops and project work you will:

- Learn more about yourself and your approach to management
- Gain a range of key management skills which you will have the opportunity to put into practice in your own role
- Build on your leadership capabilities - by being able to motivate and engage teams and manage relationships confidently
- Develop your leadership and management skills using your own knowledge, values and motivations
- Address an opportunity or challenge linked to a key business issue within your working area through completing a leadership project
- Network with managers across the University

Entry Requirements & Time Commitment

If you are interested in First Steps you need to apply using the application form. This has to be endorsed by your line manager, and applications have to be received by UHRS by 12th August 2016. Successful applicants will be notified by 19th August 2016.

This programme is aimed at those new to leadership and management and those in a leadership and management role who have not received this type of development previously. This programme is suited to both Professional Services and Academic leaders and managers.

Applicants are required to attend all the workshops, participate in a group presentation and submit a leadership project.

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Submit Leadership Project Proposal 31st October
Submit Leadership Project Final Report 30th January

Please note there is a commitment of 16 hours additional work over and above attendance at the workshops (3 - 4 hours between each workshop).
Outputs

**Leadership Project**  
*To be submitted 1 week after workshop 4*

Delegates are required to submit a short written project (c.1000 words) addressing an opportunity or challenge linked to a key business issue within their working area.

This project should be linked to the University strategic plan, or department plan and have direct links to the delegates role as a leader and manager. Ideally it will be a project that can be concluded during the duration of the course, and should take into account barriers and opportunities and identify measures of success.

Further guidance on the project will be provided in the first workshop.

**Leadership Journey Presentation**  
*To be presented at final session*

Delegates are required to give a 15 minute group presentation.

The presentation can be in any format and will include the following information:

- Your leadership journey and how your perspective of leadership has changed
- What you’ve learned along the way
- The challenges you’ve faced

Your presentation can mention leadership projects but you will not have time to cover these in detail. Line managers will be invited to join the group for these presentations.