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 presentation you will:

- Learn more about yourself and your approach to management
- Gain a range of key leadership 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
- Network with managers across the University
- Reflect on your learning and the impact this has had on you in the workplace through preparing for and delivering a presentation

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 the closing date. Successful applicants will be notified by e-mail.

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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<td>The Coaching Leader</td>
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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

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 and how you’ve applied this learning in the workplace
- The challenges you’ve faced

Line managers will be invited to join the group for these presentations.