| **The Aspiring Manager – 2023/24 Semester 2** |
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| **Event** | **Duration** | **Dates** |
| Take time to understand the programme approach, familiarise yourself with the TEAMs site, document set up and timeline.  | 1-3 hours | January |
| **Session 1:** **Programme Welcome*** A full cohort opening presentation to introduce the programme and enable delegates to hear from two current University managers supported by Q&A.
 | Virtual 60 minutes | Tue 6th Feb 10:30-11:30 |
| **Session 2**: **Understanding management** * A small group (max 16 delegates) facilitated session exploring personal motivations for becoming a manager, identifying preferences for how like to be managed and discussing key responsibilities and skills of a good manager.
 | Virtual 120 minutes | Tue 20th Feb 12:00-14:00Tue 20th Feb: 14:30-16:30Wed 21st Feb: 09:00-11:00Wed 21st Feb: 11:30-13:30Wed 21st Feb: 14:30-16:30Thu 22nd Feb: 09:00-11:00Thu 22nd Feb: 11:30-13:30Thu 22nd Feb: 14:30-16:30 |
| **Self-Directed Learning reflections*** Completion of Development Wheel and discussion with nominating manager.
* Peer Mentor Group discussion to share reflections of Development Wheel and New manager toolkit.
* Completion and submission of Peer Mentor Group discussion summary to L&OD.
 | Virtual 60 minutes (small groups) | w/c 4th MarBy Mon 18th Mar  |
| **Self-Directed Learning*** Review of Developing Others and Difficult Conversations resources.
* Completion of reflective questions posed and key tasks in preparation for Session 3
 | 120 minutes (individual) | w/c 11th MarBy Mon 25th Mar |
| **Session 3**: **Identifying and developing key management skills** * A small group (max 16 delegates) facilitated session at mid-point of programme to identify and develop the key management skills of developing others and having difficult conversations.
 | Virtual 120 minutes + actions | Tue 26th Mar 12:00-14:00Tue 26th Mar: 14:30-16:30Wed 27th Mar: 09:00-11:00Wed 27th Mar: 11:30-13:30Wed 27th Mar: 14:30-16:30Thu 28th Mar: 09:00-11:00Thu 28th Mar: 11:30-13:30Thu 28th Mar: 14:30-16:30 |

| **The Aspiring Manager – 2023/24 Cohort 1** |
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| **Event** | **Duration** | **Dates** |
| **Session 4**: **Know why you’re a future manager** * A full cohort briefing on the requirements for the individual presentation element on why each delegate is a future manager at the University of Edinburgh, supported by Q&A.
 | Virtual 30 minutes + 60 minutes for actions | Tue 16th Apr: 10:00-10:30 |
| **Final presentation (uploaded to Teams)*** Each delegate records a personal presentation on why they are a future manager at the University of Edinburgh.
 | 30 minutes to record and upload to Teams | By Mon 13th May |
| **Presentation Feedback*** Each delegate’s personal presentation is reviewed, and feedback given by their respective nominating manager and two Peer Mentor Group colleagues
 | 30-60 minutes via Manager/PMG colleagues | By Mon 27th May |
| **Final Content** * Additional resources on preparing for a management interview and development beyond the programme added to Teams.
* Optional Peer Mentor Group work to explore experiences of completing the presentation and thoughts and views on the final content.
 | 120 minutes (individual) | w/c 27th May |
| **Programme Survey*** Delegates and nominating managers requested to complete short programme survey.
 | Online 30 minutes | By Mon 3rd Jun |
| **Making a Difference Event*** A celebration of delegates’ learning.
 | Virtual 120 minutes | Wed 5th Jun: 10:00-12:00 |

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| **Keys:** |
| **Red** = workshop with required attendance / session is not recorded – multiple dates available, delegate will select just one date for each |
| **Purple** = workshop required attendance / session will be recorded |
| **Yellow box** = self-directed learning/action which delegate is to arrange and schedule in their own diary |
| **Green box** = deadline for completion of essential task |