| **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 12:00-14:00  Tue 20th Feb: 14:30-16:30  Wed 21st Feb: 09:00-11:00  Wed 21st Feb: 11:30-13:30  Wed 21st Feb: 14:30-16:30  Thu 22nd Feb: 09:00-11:00  Thu 22nd Feb: 11:30-13:30  Thu 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 Mar  By 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 Mar  By 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 12:00-14:00  Tue 26th Mar: 14:30-16:30  Wed 27th Mar: 09:00-11:00  Wed 27th Mar: 11:30-13:30  Wed 27th Mar: 14:30-16:30  Thu 28th Mar: 09:00-11:00  Thu 28th Mar: 11:30-13:30  Thu 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 |