



THE UNIVERSITY *of* EDINBURGH
Learning and Development

Edinburgh Manager Development Programme

Information Pack

Information for the Edinburgh Manager programme

The Edinburgh Manager Programme

Thank you for your interest in our Edinburgh Manager programme, the University's development option for staff who are people managers across all areas of the University.

The Edinburgh Manager programme aims to produce positive role models committed to delivering courageous, authentic and inclusive management for the benefit of all in the University through supporting the following themes:

- **Know yourself:** understand yourself as a manager: your style, your strengths, the shadow you cast
- **Know your context:** understand your role and how this fits in the University to deliver strategy 2030; understand the system and awareness of self in that system, what management is required
- **Know your goals:** bringing together your strengths and context, identify your focus for development and form steps toward achieving your individual goals and departmental goals aligned to strategy 2030

The programme supports delegates to identify their individual learning objectives and tailor their development accordingly.

There is a strong focus on self-directed learning, blended with online workshops and discussion groups to build leadership and management networks across the organisation.

Content in each element has been designed to reflect key organisational priorities, embed our values and create a community of managers.

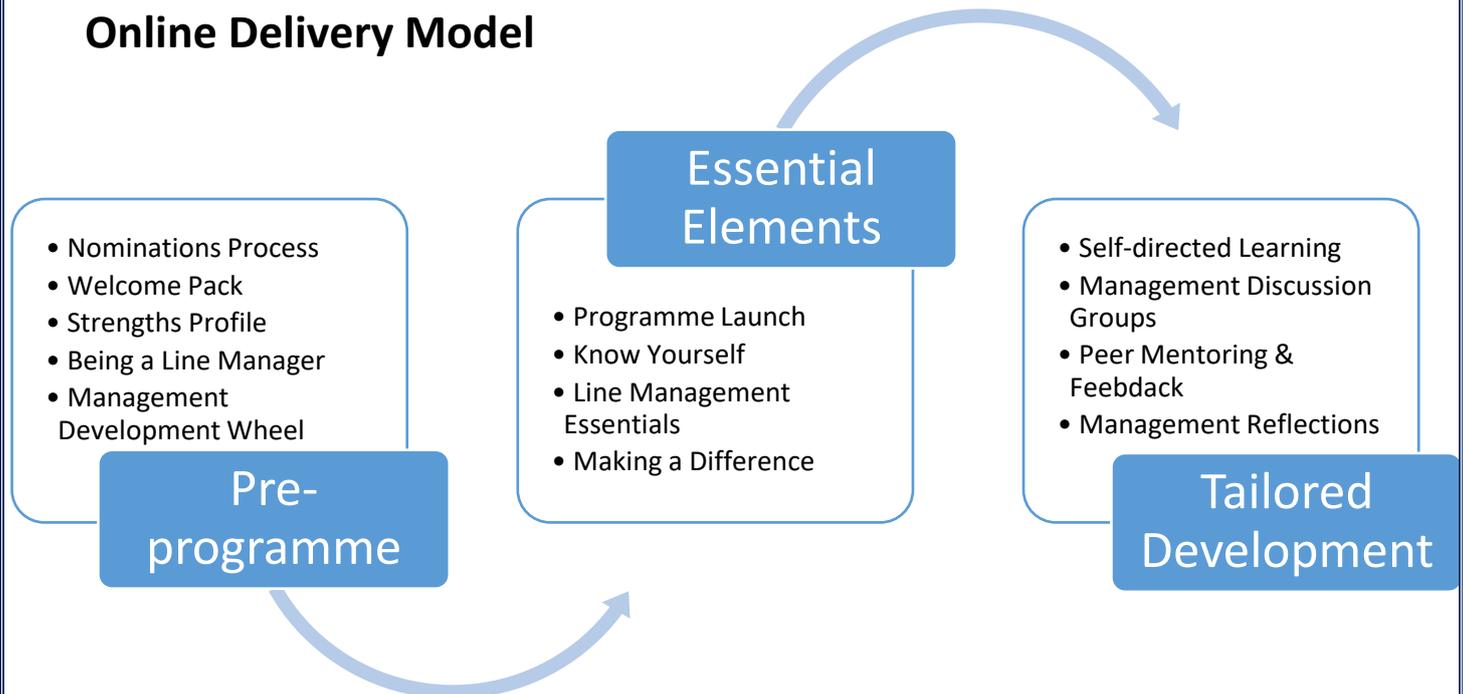
In this Information Pack you will find all the information required to support you in your decision as to whether this programme is the right option for you on your journey towards becoming a more confident and accomplished manager at the University.

Please ensure you read through the information in this pack. If you have any questions about leadership and management development at the University please get in touch.

Best wishes,
The Learning & Organisation Development Team

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Online Delivery Model



Materials and Resources

The programme is supported through Microsoft TEAMS and SharePoint.

All materials and resources are available for each element of the programme through the Edinburgh Manager SharePoint site. All communications for the programme will be added to your specific cohort TEAMS site. You are encouraged to familiarise yourself with TEAMS and engage in the site to connect with other delegates on the programme.

Pre-programme

Nominations Process

As part of the nomination process you will identify your role aspirations for completing this development, the skills you are looking to develop and how you hope your behaviour will change. You will discuss this development with your nominating manager to agree how best to set you up for success.

We will keep your nominating manager updated as the programme progresses and encourage them to engage with you about how you are finding the programme and applying the learning and how they can support you to best effect.

Strengths Profile

Using short videos and a workbook you will be guided through completing a [Strengths Profile](#) report, with opportunities to reflect on key questions and set a development plan. This will help you identify the strengths you currently use and the strengths you are maybe not yet aware you have, and how you can maximise both in your management role.

Being a Manager

In preparing yourself for the programme you should familiarise yourself with the information included in the [Being a Manager Resource](#) and the documents and information this links to. This will enable you to understand your role in the context of being a manager at the University.

Management Development Wheel

You will complete a [Management Development Wheel](#) which will enable you to consider where you are now in relation to the different elements of Management, where you want to be and create a plan on how to take action to address the areas you have identified.

Workshop elements

The programme brings together a number of different elements which we see as vital in bringing together the overall programme experience.

Programme Launch

Delivered virtually by the Talent & Development team, the Programme Launch brings together all the pre-programme elements, setting you up to get the best from the programme. You will meet the programme lead and have the opportunity to ask any questions. You will also meet your discussion group to reflect on your role as a manager at the University.

Know Yourself

Delivered virtually by the Talent and Development team with support from internal coaches working across the University, the Know Yourself session brings the full cohort together to dig deeper into the self-reflection tools to enable you to consider what you have learnt about yourself going through the nominations process and completing the development wheel and what this means for you as a manager at the University.

Line Management Essentials 1 & 2

Delivered virtually through ZOOM by [Positive People Development](#), one of our external partners, over two different days. At the Line Management Essentials sessions you will meet with a smaller number from the cohort (usually around 20) and have options available on the dates you attend.

These virtual workshops run from 9.30am to 3.30pm and are split in to three 90 minute sessions over the course of a day.

Workshops cover essential management skills including:

- Your strengths and current management style and the impact of this on your team;
- Different management styles and when to use them;
- Meaningful management conversations; Building effective relationships;
- Leading and managing a team.

Making a Difference

Delivered virtually by the Talent & Development team, the Making a Difference Event brings the whole cohort together to recognise and celebrate the impact you have made as a result of completing the programme.

Tailored Development

Self-Directed Learning

We expect delegates to complete self-directed learning during the programme, supported by the range of resources in our [management toolkits](#). You have control over how you schedule and structure this and what resources you access during this time. We encourage you to view this as a **core element** of the programme and prioritise time for this in your own diary.

We know that you have varied management experience and differing challenges. In the pre-work you will start to identify what specifically you need/want to focus on in terms of your management skills. Keep these goals in focus as you progress through the programme, seeking out and taking opportunities to develop these.

Discussion Groups

Facilitated virtually by fully trained programme alumni and external partners, [Discussion Groups](#) bring a consistent group of 6-8 people together 4 times over the programme to discuss real management challenges being faced at the University.

You should come to each discussion group prepared to talk about a real life management challenge that would benefit from peer input. One or two people will be able to discuss their situation at each meet up, with everyone having the opportunity to speak about their issue at least once during the programme.

Peer Mentoring

You will be allocated a [Peer Mentor](#) to provide you with a further opportunity to connect with another delegate on the programme, to give and receive support from each other. We will provide programme specific guidance to support you and encourage you to be proactive in developing supportive relationships where you can discuss your learning, reflections and future aspirations and experiences, and continue to learn from each other, throughout and beyond the programme. You will provide peer feedback on each other's Management Reflections Presentation.

You may want to review the [Information for Mentors](#) and [Information for Mentees](#) from the Mentoring Connections webpages to ensure you get the most out of being and having a Peer Mentor.

We also encourage you to create or update your [Platform One](#) and [LinkedIn profile](#) as these serve as a great way to virtually introduce yourself and raise your profile in the management community. [Rock Your Profile](#) is a great resource that can help with your profile if needed.

Management Reflections Presentation

The programme culminates in you sharing stories of how your learning has impacted on you as managers and the difference this has made. We encourage you to schedule time to capture your personal reflections as you progress through each element of the programme, as well as following discussions with your nominating manager and peer mentor.

You can see some examples of these in the [Success Stories](#).