Example Delegate Programme Overview

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| **Module/Element** | **What** | **By When** | **Resources (Links available when on programme)** |
| Preparing for the Programme | * Review the Welcome Pack including the Programme Elements and familiarise yourself with the Zoom guidance. * Continue discussing your development with your nominating manager using the points for discussion (See resources). * Review the launch event of the last intake of our leadership and management programmes to hear from the Principal on leadership and management at the University and from programme alumni. * Book onto all four programme sessions. | Pre-programme | Programme Information Folder   1. Welcome Pack 2. Points for Discussion 3. Programme Dates 4. Programme Overview 5. Delegate Overview 6. Programme Joining Instructions 7. [Booking links for programme](https://teams.microsoft.com/l/file/61A4212A-D2C2-4378-9EB1-20A2E21E8BE3?tenantId=2e9f06b0-1669-4589-8789-10a06934dc61&fileType=docx&objectUrl=https%3A%2F%2Fuoe.sharepoint.com%2Fsites%2FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%2FShared%20Documents%2FGeneral%2F1.%20Programme%20information%2F7.%20Booking%20Links.docx&baseUrl=https%3A%2F%2Fuoe.sharepoint.com%2Fsites%2FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo&serviceName=teams&threadId=19:eca9ef5bee9c4c099dff18b5589cc024@thread.tacv2&groupId=841a51a1-33a4-4420-ab74-e95cf72f040c) sessions   Launch Event |
| Introductions | • Introduce yourself on the Aspiring Manager TEAMS ‘Chat’ Channel and what you hope to achieve from participating in the programme. | Pre-programme | Aspiring Manager TEAMS ‘Chat’ Channel |
| Session 1:  Programme Welcome | * Familiarise yourself with ‘Joining sessions with Zoom’ * Give some consideration to the questions you may wish to ask the two Aspiring Manager alumni presenters during the session Q&A | As per programme dates | Session 1: Programme Welcome Folder   1. Session 1 Joining Instructions 2. Session 1 Joining Sessions with Zoom 3. Session 1 Zoom Link 4. Session 1 Slides 5. Session 1 Recording 6. Session 1 Q&A |
| Peer Mentor Groups | * Read Peer Mentor Group Guidance. * Identify your Peer Mentor Group in allocation spreadsheet. * Contact and introduce yourself to your Peer Mentor Group. * Arrange check-in points throughout course of programme. * Arrange meeting to discuss key takeaways from the resources and Development Wheel (see Self-directed Learning below) | Arrange check-in points | [Peer Mentor Groups Folder](https://teams.microsoft.com/_?threadId=19%3Aeca9ef5bee9c4c099dff18b5589cc024%40thread.tacv2&ctx=channel&context=2.%2520Peer%2520Mentor%2520Groups&rootfolder=%252Fsites%252FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%252FShared%2520Documents%252FGeneral%252F2.%2520Peer%2520Mentor%2520Groups#/school/files/General)   1. Peer Mentor Group Allocation 2. Peer Mentor Group Guidance |
| Check-ins with Nominating Manager | * Discuss learnings and reflections. * Ask for their insight & feedback into your development focus. * Identify actions to take forward to develop your management skills. | After each module / in line with existing check ins / 1:1s |  |
| Session 2:  Understanding management | * Complete the small piece of pre-work (a few questions to reflect on and be ready to discuss). | As per programme dates | [Session 2: Understanding Management](https://teams.microsoft.com/_?threadId=19%3Aeca9ef5bee9c4c099dff18b5589cc024%40thread.tacv2&ctx=channel&context=4.%2520Session%25202%2520-%2520Understanding%2520management&rootfolder=%252Fsites%252FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%252FShared%2520Documents%252FGeneral%252F4.%2520Session%25202%2520-%2520Understanding%2520management#/school/files/General)  Folder   1. Session 2 Joining Instructions 2. Session 2 Pre-work 3. Session 2 Session Zoom Links 4. Session 2 Slides |
| Self-directed learning | * Complete the Development Wheel and discuss with your line manager. * Review the New Manager Toolkit resources. * Meet with your Peer Mentor Group to discuss key takeaways from the resources and Development Wheel. * Submit a short Peer Mentor Group summary of your discussion. | Following completion of  Session 2    Deadline for group summary provided as per programme dates. | [Self-Directed Learning (SDL) Folder](https://teams.microsoft.com/_?threadId=19%3Aeca9ef5bee9c4c099dff18b5589cc024%40thread.tacv2&ctx=channel&context=5.%2520Self-directed%2520learning%2520(SDL)&rootfolder=%252Fsites%252FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%252FShared%2520Documents%252FGeneral%252F5.%2520Self-directed%2520learning%2520(SDL)#/school/files/General)   1. SDL Guidance 2. SDL Development Wheel 3. SDL Peer Mentor Group Discussion Questions 4. SDL Peer Mentor Group Discussion Summary Template   Submit group summary |
| Session 3:  Identifying and developing key management skills | * Review and work through the Developing Others and Difficult Conversations content * Make notes on the questions and complete the two tasks * Come prepared with one good thing that has happened to you since Session 2 (personal or professional) | As per programme dates | [Session 3: Identifying & Developing Key](https://teams.microsoft.com/_?groupId=9a99ae8d-bd68-4a19-9109-6013d2bc6445&threadId=19%3Aeca9ef5bee9c4c099dff18b5589cc024%40thread.tacv2&ctx=channel&context=6.%2520Session%25203%2520-%2520Identifying%2520%2526%2520developing%2520key%2520management%2520skills&rootfolder=%252Fsites%252FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%252FShared%2520Documents%252FGeneral%252F6.%2520Session%25203%2520-%2520Identifying%2520%2526%2520developing%2520key%2520management%2520skills#/school/files/General)  Management Skills   1. Session 3 Joining Instructions 2. [Session 3](https://wakelet.com/wake/8fcb148b-1374-4028-8c68-d4c6f3476398) [Pre-work](https://wakelet.com/wake/8fcb148b-1374-4028-8c68-d4c6f3476398) 3. Session 3 Session Zoom Links 4. Session 3 Other Feedback Tools |
| Session 4:  Know why you’re a future manager | * Consider any questions you may have regarding the final presentation | As per programme dates | [Session 4: Know Why You’re a Future](https://teams.microsoft.com/_?groupId=9a99ae8d-bd68-4a19-9109-6013d2bc6445&threadId=19%3Aeca9ef5bee9c4c099dff18b5589cc024%40thread.tacv2&ctx=channel&context=7.%2520Session%25204%2520-%2520Know%2520why%2520you're%2520a%2520future%2520manager&rootfolder=%252Fsites%252FTheAspiringManagerProgramme-Jan-Jun2021Acollaborationspacefo%252FShared%2520Documents%252FGeneral%252F7.%2520Session%25204%2520-%2520Know%2520why%2520you're%2520a%2520future%2520manager#/school/files/General)  Manager   1. Session 4 Zoom Link 2. Session 4 Slides 3. Session 4 Recording 4. Session 4 How to record your presentation in TEAMS 5. Session 4 How to upload your presentation in TEAMS |
| Final Presentation | * Upload presentation to Microsoft TEAMS Aspiring Manager Presentation Channel * Arrange feedback from line manager and Peer   Mentor Group | Presentation submitted: As per programme dates Provide peer feedback: within 2 weeks of submission date  Gather manager feedback: within 2 weeks of submission date | Aspiring Manager PresentationChannel  Peer Mentor Groups Folder  3. Peer Mentor Group Guidance for Giving Feedback on Presentations |
| Final content | * Review recruitment toolkit, interview techniques and development beyond the programme * Arrange to meet with Peer Mentor Group to discuss (optional) * Complete programme survey | Review resources and complete survey: As per programme dates | Recruitment Toolkit  Preparing for a management interview [and development beyond the programme](https://wke.lt/w/s/JA2cj2)  Programme survey |
| Making a Difference Event | * Attend event with other delegates, managers and programme sponsors to recognise and celebrate the impact you have made as a result of completing the programme | As per programme dates | Making a Difference Folder  Actions Beyond the Programme |