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 Folder1. 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 Folder1. 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
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| 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
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| 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) Folder1. Session 2 Joining Instructions
2. Session 2 Pre-work
3. Session 2 Session Zoom Links
4. Session 2 Slides
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| 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 Skills1. 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
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| 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) Manager1. 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
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| 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 PresentationChannelPeer Mentor Groups Folder3. 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 ToolkitPreparing 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 FolderActions Beyond the Programme |