

Aspiring Manager Programme



This two-day programme is aimed at those who are thinking about management as a career, and wish to know what the role would entail and how to gain the relevant experience to demonstrate competence during the selection process

Overview

If you are wondering if management is right for you this programme will provide you with an insight into the role: what will be expected of you; the skills you will need to succeed; what steps to take to make the transition; and, crucially how to convince others of your potential.

The workshop offers you the opportunity to meet and discuss with others who are also considering management as career. On completion of the programme, you will be in a position to decide if this is the right path for you and how to place your foot firmly on the first rung to success.

Format

The programme consists of two elements:

- A two-day workshop involving whole group discussions, small group activities and personal reflection aimed at aligning your current knowledge and skills with those required in the management role
- An inter-module activity that includes some self-reflection, and completion of two questionnaires, one yourself and the other by your line manager and one or more colleagues
- We also offer an optional third element, a post workshop activity, including an individual review with the facilitator, aimed at creating a personal development plan based on the knowledge you have gained from the previous activities.

Aims

To provide you with:

- an insight into the management role and the skills required
- confidence in your own abilities to consider management as a suitable career path
- initial thoughts on constructing a personal development plan.

Learning Objectives

At the end of the programme, you will be able to:

- Explain the importance of people management skills as your career progresses
- Identify what skills and behaviours make a good manager, and explain the scenarios where practical application of these skills will be needed, including managing individual performance, building a strong team and recruitment
- Identify your own individual strengths, challenges, work preferences and style
- Identify strategies to support your own wellbeing at work, and that of others
- Define your career aspirations and identify any real or perceived barriers to progression
- Explain the importance of a learning approach to your career journey and identify development opportunities in your workplace.
- Create a personal development plan (supported by your line manager and/or a mentor from your organisation)
- Demonstrate the application of management skills outside your normal role and receive feedback.

Content

Day 1

- Introduction
- People Management
- Skills and Behaviours
- Applying People Management Skills
- Your Skills and Behaviours
- Looking Out for Yourself and Others
- Inter-Modular Activities

Day 2

- Your Career Aspirations
- Your Learning Approach
- Learning Opportunities
- Preparing for the Next Step Part 1 - 70:20:10
- Preparing for the Next Step Part 2 – STAR
- Preparing for the Next Step Part 3 – SMART
- Creating a Personal Development Plan
- Close

Product Code: AMP

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