

Management Skills 2025

This programme is designed for new managers and those moving into new management roles. It covers 9 broad aspects of the role, and is accompanied by online learning resources. For more information or to book a place, please click each title.

<p>Zoom: 4th Mar 10:30 to 12:00</p>	<p><u>Role and Responsibility</u> During this workshop, we will look at ideas around role/expectations and different leadership styles.</p>	<p>Zoom: 5th Aug 10:30 to 12:00</p>	<p><u>Providing Feedback Using the BUILD Framework</u> This workshop outlines the BUILD framework to provides a structure for effective feedback.</p>
<p>Zoom: 1st Apr 10:30 to 12:00</p>	<p><u>Practical tools</u> Tools to enhance your workflow management: email, time management and problem solving.</p>	<p>Zoom: 2nd Sep 10:30 to 12:00</p>	<p><u>The Management and Coordination of small projects</u> This session outlines planning, communication and</p>
<p>Zoom: 6th May 10:30 to 12:00</p>	<p><u>Running Effective 1:1 meetings</u> In this session we will discuss ideas and options that you can use within your team to create 1:1 meetings that are effective for both parties.</p>	<p>Zoom: 7th Oct 10:30 to 12:00</p>	<p><u>Understanding Individual Reactions to Change</u> There are different reactions to change and this session will help you support your teams.</p>
<p>Zoom: 3rd Jun 10:30 to 12:00</p>	<p><u>Running Effective Team Meetings</u> This session covers the ideas, components and templates that can be utilised to construct useful, productive group meetings.</p>	<p>Zoom: 4th Nov 10:30 to 12:00</p>	<p><u>Delegation</u> A new way to view delegation—supporting career development of skills and experience.</p>
<p>Zoom: 1st Jul 10:30 to 12:00</p>	<p><u>Building a Team from a Group of People</u> This session looks at ideas to build a team from a group of people.</p>		

