

## Emerging Managers Programme Open Group 4 April 2024\_online

Registration Link:

<https://attendee.gototraining.com/r/8313865249620805889>

Session	Title	Date	Time
Induction	<b>Induction</b> <u>Trainer:</u> <b>Susan Thornton</b>	Wed 24 April	11.30 - 13.00

<b>Module 1: Effective Team Player</b>		<u>Trainer:</u> <b>Susan Thornton</b>	
Session 1	Value of Teamwork	Wed 1st May	11.30 - 13.00
Session 2	Stages of Team Development	Tues 7th May	11.30 - 13.00
Session 3	Team Roles & Responsibilities	Thurs 9th May	11.30 - 13.00

<b>Module 2: Communicating with Impact</b>		<u>Trainer:</u> <b>Susan Thornton</b>	
Session 1	Effective Communication Skills	Tues 14th May	11.30 - 13.00
Session 2	Communication Styles	Thurs 16th May	11.30 - 13.00
Session 3	Managing a Difficult Conversation	Wed 22nd May	11.30 - 13.00
Assessment	<i>Skills Demo: Part A - Team Presentations</i>	Wed 22nd May	13.00 - 14.15

<b>Module 3: Understanding Self &amp; Others</b>		<u>Trainer:</u> <b>Tricia Cunningham</b>	
Session 1	Introduction & Report	Tues 28th May	11.30 - 13.00
Session 2	Different Types Explored	Thurs 30 May	11.30 - 13.00
Session 3	Different Types Explored cont..	Tues 4th June	11.30 - 13.00

<b>Module 4: Time Management &amp; Decision Making</b> <u>Susan Thornton</u>			
Session 1	Prioritising Workload	Thurs 6th June	11.30 - 13.00
Session 2	Time Management Tools & Techniques	Tues 11th June	11.30 - 13.00
Session 3	Decision Making	Thurs 13th June	11.30 - 13.00

### Assessments - Submission Deadlines

	<u>Submission Deadline</u>
<u>Skills Demonstration</u>	
Part A - Team Presentation	22nd May
Part B - Feedback Form	31st May
Part C - Reflective Journal/Self Assessment	31st May
Part D - Written Assessment	14th June
<u>Report</u>	28th June
<u>Case Study</u>	12th July