

Emerging Managers Programme Open Group 4 April 2024_online

Registration Link: <https://attendee.gototraining.com/r/635940371428299520>

Session	Title	Date	Time
Induction	Induction <u>Trainer: Susan Thornton</u>	Wed 24th April	2.00 - 3.30pm

Module 1: Effective Team Player		<u>Trainer: Susan Thornton</u>	
Session 1	Value of Teamwork	Wed 1st May	2.00 - 3.30pm
Session 2	Stages of Team Development	Tues 7th May	2.00 - 3.30pm
Session 3	Team Roles & Responsibilities	Thurs 9th May	2.00 - 3.30pm

Module 2: Communicating with Impact		<u>Trainer: Susan Thornton</u>	
Session 1	Effective Communication Skills	Tues 14th May	2.00 - 3.30pm
Session 2	Communication Styles	Thurs 16th May	2.00 - 3.30pm
Session 3	Managing a Difficult Conversation	Wed 22nd May	2.00 - 3.30pm
Assessment	<i>Skills Demo: Part A - Team Presentations</i>	Wed 22nd May	3.30 - 4.15pm

Module 3: Time Management & Decision Making		<u>Trainer: Susan Thornton</u>	
Session 1	Introduction & Report	Tues 28th May	2.00 - 3.30pm
Session 2	Different Types Explored	Thurs 30th May	2.00 - 3.30pm
Session 3	Different Types Explored cont..	Tues 4th June	2.00 - 3.30pm

Module 4: Understanding Self & Others		<u>Trainer: Tricia Cunningham</u>	
Session 1	Prioritising Workload	Thurs 6th June	2.00 - 3.30pm
Session 2	Time Management Tools & Techniques	Tues 11th June	2.00 - 3.30pm
Session 3	Decision Making	Thurs 13th June	2.00 - 3.30pm

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