



Frontline Managers Programme: (Level 6) ISME Skillnet 2024

Facilitator: Hugh Guidera

Programme Introduction		Date:	Time:
Session Registration Link:			
Session 1	Programme Introduction	Friday 13th September	2:00 - 3:00pm

Programme Schedule:	
Programme Registration Link:	https://attendee.gototraining.com/r/1740175502892041473

Module 1:	Understanding Management		
Session 1	The role and requirements	Monday 16th September	2:00 - 3:30pm
Session 2	Management Styles	Wednesday 18th September	2:00 - 3:30pm
Session 3	Developing Best Behaviours	Friday 20th September	2:00 - 3:30pm

Module 2:	Managing Teams		
Session 1	The value of teamwork	Monday 30th September	2:00 - 3:30pm
Session 2	Developing Optimum Team Traits	Wednesday 2nd October	2:00 - 3:30pm
Session 3	Addressing Dysfunctions	Friday 4th October	2:00 - 3:30pm

Module 3:	Understanding Self and Others (Tricia Cunningham)		
------------------	--	--	--

Session 1	Framework for understanding	Monday 14th October	2:00 - 3:30pm
Session 2	Understanding Personality Types	Wednesday 16th October	2:00 - 3:30pm
Session 3	Understanding remaining Types	Friday 18th October	2:00 - 3:30pm
Module 4: Communication Skills			
Session 1	Elements of Communication	Tuesday 29th October	2:00 - 3:30pm
Session 2	Performance Management	Wednesday 30th October	2:00 - 3:30pm
Session 3	Performance Mgmt Continued	Thursday 31st October	2:00 - 3:30pm
Module 5: Effective Time Management			
Session 1	Prioritising Workloads	Tuesday 12th November	2:00 - 3:30pm
Session 2	Using Tools	Wednesday 13th November	2:00 - 3:30pm
Session 3	Effective Delegation	Thursday 14th November	2:00 - 3:30pm
Module 6: Managing Change			
Session 1	Change can be Positive	Tuesday 26th November	2:00 - 3:30pm
Session 2	Managing Responses	Wednesday 27th November	2:00 - 3:30pm
Session 3	Using Emotional Intelligence	Thursday 28th November	2:00 - 3:30pm