

Emerging Managers Programme Open Group 5 2024_online

Registration Link: <https://attendee.gototraining.com/r/8165217879289337601>

Session	Title	Date	Time
Induction	Induction Trainer: Susan Thornton	Mon 16 Sept	2.00 - 3.30

Module 1: Effective Team Player		Trainer: Susan Thornton	
Session 1	Value of Teamwork	Wed 18 Sept	2.00 - 3.30
Session 2	Stages of Team Development	Mon 23 Sept	2.00 - 3.30
Session 3	Team Roles & Responsibilities	Wed 25 Sept	2.00 - 3.30

Module 2: Communicating with Impact		Trainer: Susan Thornton	
Session 1	Effective Communication Skills	Wed 2 Oct	2.00 - 3.30
Session 2	Communication Styles	Mon 7 Oct	2.00 - 3.30
Session 3	Managing a Difficult Conversation	Wed 9 Oct	2.00 - 3.30

Module 3:		Time Management & Decision Making Susan Thornton	
Session 1	Prioritising Workload	Wed 16 Oct	2.00 - 3.30
Session 2	Time Management Tools & Techniques	Mon 21 Oct	2.00 - 3.30
Session 3	Decision Making	Wed 23 Oct	2.00 - 3.30
Assessment	Skills Demo: Part A - Team Presentations	Wed 23 Oct	3.30 - 4.30

Module 4: Understanding Self & Others		Trainer: Tricia Cunningham	
Session 1	Introduction & Report	Mon 4 Nov	2.00 - 3.30
Session 2	Different Types Explored	Wed 6 Nov	2.00 - 3.30
Session 3	Different Types Explored cont..	Mon 11 Nov	2.00 - 3.30

Assessments - Submission Deadlines

	<u>Submission Deadline</u>
<u>Skills Demonstration</u>	
Part A - Team Presentation	23rd Oct
Part B - Feedback Form	31st Oct
Part C - Self Assessment	31st Oct
Part D - Written Assessment	14th Nov
<u>Report</u>	27th Nov
<u>Case Study</u>	11th Dec