



## Frontline Managers Programme: (Level 6)

Facilitator: Hugh Guidera

<b>Programme Introduction</b>	<b>Date:</b>	<b>Time:</b>
<b>Session Registration Link:</b>		
Session 1 Programme Introduction	Friday 1st September	11:00am - 12:00pm

### Programme Schedule:

#### Programme Registration Link:

#### Module 1: Understanding Management

Session 1	The role and requirements	Monday 4th September	11:00am - 12:30pm
Session 2	Management Styles	Wednesday 6th September	11:00am - 12:30pm
Session 3	Developing Best Behaviours	Friday 8th September	11:00am - 12:30pm

#### Module 2: Managing Teams

Session 1	The value of teamwork	Monday 18th September	11:00am - 12:30pm
Session 2	Developing Optimum Team Traits	Wednesday 20th September	11:00am - 12:30pm
Session 3	Addressing Dysfunctions	Friday 22nd September	11:00am - 12:30pm

#### Module 3: Understanding Self & Others (Tricia Cunningham)

Session 1	Framework for understanding	Monday 2nd October	11:00am - 12:30pm
Session 2	Understanding Personality Types	Wednesday 4th October	11:00am - 12:30pm
Session 3	Understanding remaining Types	Friday 6th October	11:00am - 12:30pm

#### Module 4: Communication Skills

Session 1	Elements of Communication	Monday 16th October	11:00am - 12:30pm
Session 2	Performance Management	Wednesday 18th October	11:00am - 12:30pm
Session 3	Performance Mgmt Continued	Friday 20th October	11:00am - 12:30pm

#### Module 5: Effective Time Management

Session 1	Prioritising Workloads	Monday 23rd October	11:00am - 12:30pm
Session 2	Using Tools	Wednesday 25th October	11:00am - 12:30pm
Session 3	Effective Delegation	Friday 27th October	11:00am - 12:30pm

#### Module 6: Managing Change

Session 1	Change can be Positive	Monday 13th November	11:00am - 12:30pm
Session 2	Managing Responses	Monday 15th November	11:00am - 12:30pm
Session 3	Using Emotional Intelligence	Monday 17th November	11:00am - 12:30pm