

Emerging Managers Programme Group 5 2024_online

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

Session	Title	Date	Time
Induction	Induction Trainer: Susan Thornton	Tues 17th Sept	2.00 - 3.30pm

Module 1: Effective Team Player

Session 1	Value of Teamwork	Thurs 19th Sept	2.00 - 3.30pm
Session 2	Stages of Team Development	Tues 24th Sept	2.00 - 3.30pm
Session 3	Team Roles & Responsibilities	Thurs 26th Sept	2.00 - 3.30pm

Module 2: Communicating with Impact

Session 1	Effective Communication Skills	Thurs 3rd Oct	2.00 - 3.30pm
Session 2	Communication Styles	Tues 8th Oct	2.00 - 3.30pm
Session 3	Managing a Difficult Conversation	Thurs 10th Oct	2.00 - 3.30pm

Module 3: Time Management & Decision Making

Session 1	Prioritising Workload	Thurs 17th Oct	2.00 - 3.30pm
Session 2	Time Management Tools & Techniques	Tues 22nd Oct	2.00 - 3.30pm
Session 3	Decision Making	Thurs 24th Oct	2.00 - 3.30pm
Assessment	Skills Demo: Part A - Team Presentations	Thurs 24th Oct	3.30 - 4.30pm

Module 4: Understanding Self & Others Trainer: Tricia Cunningham

Session 1	Introduction & Report	Thurs 7th Nov	2.00 - 3.30pm
Session 2	Different Types Explored	Tues 12th Nov	2.00 - 3.30pm
Session 3	Different Types Explored cont..	Thurs 14th Nov	2.00 - 3.30pm

Assessments - Submission Deadlines

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