



Frontline Managers Programme: (Level 6)

Facilitator:

Programme Introduction		Date:	Time:
Session Registration Link:			
Session 1	Programme Introduction	Fri 24 Jan	11am - 12:30pm

Programme Schedule:
Programme Registration Link:

Module 1: Understanding Management			
Session 1	The role and requirements	Mon 27 Jan	11am - 12:30pm
Session 2	Management Styles	Wed 29 Jan	11am - 12:30pm
Session 3	Developing Best Behaviours	Fri 31 Jan	11am - 12:30pm

Module 2: Managing Teams			
Session 1	The value of teamwork	Mon 10 Feb	11am - 12:30pm
Session 2	Developing Optimum Team Traits	Wed 12 Feb	11am - 12:30pm
Session 3	Addressing Dysfunctions	Fri 14 Feb	11am - 12:30pm

Module 3: Understanding Self & Others (Tricia Cunningham)			
Session 1	Framework for understanding	Mon 24 Feb	11am - 12:30pm
Session 2	Understanding Personality Types	Thurs 27 Feb	11am - 12:30pm
Session 3	Understanding remaining Types	Fri 28 Feb	11am - 12:30pm

Module 4: Communication Skills			
Session 1	Elements of Communication	Mon 10 March	11am - 12:30pm
Session 2	Performance Management	Wed 12 March	11am - 12:30pm
Session 3	Performance Mgmt Continued	Fri 14 March	11am - 12:30pm

Module 5: Effective Time Management			
Session 1	Prioritising Workloads	Mon 24 March	11am - 12:30pm
Session 2	Using Tools	Wed 26 March	11am - 12:30pm
Session 3	Effective Delegation	Fri 28 March	2pm - 3:30pm

Module 6: Managing Change			
Session 1	Change can be Positive	Mon 7 April	11am - 12:30pm
Session 2	Managing Responses	Wed 9 April	11am - 12:30pm
Session 3	Using Emotional Intelligence	Fri 11 April	2pm - 3:30pm