

## Emerging Manager Programme: GES EMP Group 2 2022

Facilitator: Susan Thornton

<b>Programme Introduction :</b>	<b>Date:</b>	<b>Time:</b>
<b>Session Registration Link:</b>	Friday 2nd Sept	2pm - 3.00pm
	<a href="https://attendee.gototraining.com/r/586076405201593089">https://attendee.gototraining.com/r/586076405201593089</a>	

<b>Programme Schedule:</b>
<b>Programme Registration Link:</b>
<a href="https://attendee.gototraining.com/r/5746596846772982273">https://attendee.gototraining.com/r/5746596846772982273</a>

<b>Module 1: Effective Team Player</b>			
Session 1	Value of Teamwork	Monday 5th September	2pm - 3.30pm
Session 2	Stages of Team Development	Wednesday 7th September	2pm - 3.30pm
Session 3	Team Roles & Responsibilities	Monday 12th September	2pm - 3.30pm

<b>Module 2: Communicating with Impact</b>			
Session 1	Getting your Message Across	Wednesday 14th September	2pm - 3.30pm
Session 2	Communication Styles	Monday 3rd October	2pm - 3.30pm
Session 3	Managing a Difficult Conversation	Wednesday 5th October	2pm - 3.30pm
	<i>QQI: Presentations of Teamwork Exercise</i>	Wednesday 5th October	3.30pm - 4.15 pm

<b>Module 3: Time Management &amp; Decision Making</b>			
Session 1	Prioritising workload	Monday 10th October	2pm - 3.30pm
Session 2	Time Management Tools & Techniques	Wednesday 12th October	2pm - 3.30pm
Session 3	Decision Making	Monday 7th November	2pm - 3.30pm

<b>Module 4: Understanding Self and Others: Tricia Cunningham</b>			
Session 1	Introduction & Report	Thursday 10th November	2pm - 3.30pm
Session 2	Different Types Explored	Monday 14th November	2pm - 3.30pm
Session 3	Different Types Explored cont..	Wednesday 16th November	2pm - 3.30pm