



Frontline Managers Programme: (Level 6) Group 3 2022

Facilitator: Hugh Guidera

Programme Introduction

Date: Friday 23rd September Time: 11am - 12pm

Session Registration Link:

<https://attendee.gototraining.com/r/261367533256444673>

Programme Schedule:

Programme Registration Link:

<https://attendee.gototraining.com/r/8182506585475637761>

Module 1: Understanding Self & Others (Tricia Cunningham)

Session 1	Framework for understanding	Tuesday 27th September	11am -12:30pm
Session 2	Understanding Personality Types	Wednesday 28th September	11am -12:30pm
Session 3	Understanding remaining Types	Friday 30th September	11am -12:30pm

Module 2: Understanding Management

Session 1	The role and requirements	Monday 10th October	11am -12:30pm
Session 2	Management Styles	Thursday 13th October	11am -12:30pm
Session 3	Developing Best Behaviours	Friday 14th October	11am -12:30pm

Module 3: Managing Teams

Session 1	The value of teamwork	Monday 24th October	11am -12:30pm
Session 2	Developing Optimum Team Traits	Thursday 27th October	11am -12:30pm
Session 3	Addressing Dysfunctions	Friday 28th October	11am -12:30pm

Module 4: Communication Skills

Session 1	Elements of Communication	Tuesday 8th November	11am -12:30pm
Session 2	Performance Management	Thursday 10th November	11am -12:30pm
Session 3	Performance Mgmt Continued	Friday 11th November	11am -12:30pm

Module 5: Effective Time Management

Session 1	Prioritising Workloads	Monday 21st November	11am -12:30pm
Session 2	Using Tools	Thursday 24th November	11am -12:30pm
Session 3	Effective Delegation	Friday 25th November	11am -12:30pm

Module 6: Managing Change

Session 1	Change can be Positive	Monday 5th December	11am -12:30pm
Session 2	Managing Responses	Wednesday 7th December	11am -12:30pm
Session 3	Using Emotional Intelligence	Friday 9th December	11am -12:30pm