**First Steps into Leadership and Management**

**Do you want to enhance your skills and knowledge to lead, manage and motivate your team? This programme will help you develop your skills, knowledge and personal abilities you need to succeed as a manager. It will help improve your communication skills and ability to motivate and inspire your team.**

**Objectives**

As a result of completing the workshops and project work you will:

* Learn more about yourself and your approach to management
* Gain a range of key management skills which you will have the opportunity to put into practice in your own role
* Build on your leadership capabilities - by being able to motivate and engage teams and manage relationships confidently
* Develop your leadership and management skills using your own knowledge, values and motivations
* Address an opportunity or challenge linked to a key business issue within your working area through completing a leadership project
* Network with managers across the University

**Entry Requirements & Time Commitment**

If you are interested in First Steps you need to apply using the application form. This has to be endorsed by your line manager, and applications have to be received by UHRS by 1st March 2017. Successful applicants will be notified by 6th March 2017.

This programme is aimed at those new to leadership and management and those in a leadership and management role who have not received this type of development previously. This programme is suited to both Professional Services and Academic leaders and managers.

Applicants are required to attend all the workshops, participate in a group presentation and submit a leadership project.

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|  | **Cohort 6** | **Cohort 7** |
| Understanding and Developing Yourself as a Leader | Monday 13th March 2017 | Friday 17th March 2017 |
| *Submit Leadership Project Proposal* | *5th April* | *12th April* |
| Leadership Skills | Monday 10th April 2017 | Thursday 13th April 2017 |
| Developing People | Monday 8th May 2017 | Tuesday 16th May 2017 |
| Leading and Managing Change | Monday 5th June 2017 | Tuesday 13th June 2017 |
| *Submit Leadership Project* | *21st June* | *28th June* |
| Presentations | Monday 26th June 2017 | Tuesday 4th July 2017 |

Please note there is a commitment of 16 hours additional work over and above attendance at the workshops (3 - 4 hours between each workshop).

**Outputs**

**Leadership Project**

Delegates are required to submit a short written project (c.1000 words) addressing an opportunity or challenge linked to a key business issue within their working area.

This project should be linked to the University strategic plan, or department plan and have direct links to the delegates role as a leader and manager. Ideally it will be a project that can be concluded during the duration of the course, and should take into account barriers and opportunities and identify measures of success.

Further guidance on the project will be provided in the first workshop.

# Leadership Journey Presentation

*To be presented at final session*

Delegates are required to give a 15 minute group presentation.

The presentation can be in any format and will include the following information:

* Your leadership journey and how your perspective of leadership has changed
* What you’ve learned along the way
* The challenges you’ve faced

Your presentation can mention leadership projects but you will not have time to cover these in detail. Line managers will be invited to join the group for these presentations.