

Stepping into Management Programme



Stepping into Management focuses on the essential skills for managing effectively, through providing practical learning transferable to the workplace. The course originates from our long established and successful Step Up programme, enhanced by bringing our expertise into supporting managers lead effectively in virtual working environments.

Introduction

Managers promoted into their first supervision or management role presents an exciting time that brings many opportunities for development. Such personal success connects technical expertise, skills and responsibilities to give a fresh challenge. Couple this with working virtually it is vital to keep one step ahead.

Collaboration, discussion and practice are key aspects of The **Stepping into Management programme**. Managers develop their skills during 8 bite size modules lasting 2 hours each. Your learning continues within our 2 Action Learning modules. During each module lasting 2 hours, opportunities to reflect, consolidate skills and share with a small group will enable you to be even more effective and productive.




Audience

The **Stepping into Management Programme** offers a development pathway for individuals who are new managers or considering moving into their first supervisory role. It is also an opportunity for managers who would like a learning journey that provides the opportunity to refresh and recap on knowledge, skills, experience and expectations.



Learning Outcomes and Outline of Programme

Whatever your starting point - supervisor, new manager, aspiring manager, your learning journey will start with the following modules that will equip you to step up your management skills.

<p>Module 1 Introductions and leadership in a virtual world</p>	<p>Module 2 Communication</p>	<p>Module 3 Having Effective Conversations</p>	<p>Module 4 Action Learning Set 1</p>
 <ul style="list-style-type: none"> • Introductions • Skills and qualities • VUCA, challenges in a virtual world 	 <ul style="list-style-type: none"> • Understand different communication styles assertive, aggressive, and passive • How does the virtual world impact on communication? <ul style="list-style-type: none"> • Importance of managing emotions • Non verbal and voice <ul style="list-style-type: none"> • Listening 	 <ul style="list-style-type: none"> • Coaching style of management <ul style="list-style-type: none"> • Questioning • Build on listening • Link to performance management • Impact of the virtual world 	 <ul style="list-style-type: none"> • Practical session to review learning from Modules 1, 2 and 3 • Successes and areas for development moving forward • Opportunity to practice questioning and listening skills
<p>Module 5 Managing with style</p>	<p>Module 6 Motivation of self and others</p>	<p>Module 7 Managing time effectively</p>	<p>Module 8 Action Learning Set 2</p>
 <ul style="list-style-type: none"> • Situational leadership models • Consider impact on style and how to develop flexibility <ul style="list-style-type: none"> • Understand the importance of giving and receiving feedback • Understand and apply various feedback models • Have an opportunity to practice 	 <ul style="list-style-type: none"> • Understand the importance of growth mindset <ul style="list-style-type: none"> • Understanding individual needs and how to meet these – focussed on challenges in the virtual environment • Understand how to apply different motivation models to support individuals 	 <ul style="list-style-type: none"> • Urgent and important matrix and prioritisation • Managing distractions when working virtually and maintaining healthy work/life balance <ul style="list-style-type: none"> • Understand the challenges of “virtual” and face to face delegation • Be able to apply a simple delegation technique <ul style="list-style-type: none"> • Managing personal resilience and stress 	 <ul style="list-style-type: none"> • Practical session to review learning from Modules 4, 5 and 6 • Successes and areas for development moving forward • Opportunity to practice questioning and listening skills

Meet our facilitators



Sue Groves



George Smalling



Julia Hayward



Polly Sharma

Duration

The programme is designed to be flexible and could run over a 2 to 4-month period depending on the individual need of the organisation.

Two months would be the minimum duration and could work as follows:

	Activity
Week 1	Modules 1, 2 and 3 spread across the week on three different days
Week 2 & 3	Use and practice the skills
Week 4	Module 4 Action Learning Set
Week 5	Modules 5, 6 and 7 spread across the week on three different days
Week 6 & 7	Use and practice the skills
Week 8	Module 8 Action Learning Set
Delivery Approach	Online interactive sessions with engagement driven through a balance of facilitator input, discussions, and small group activities. Our preferred platform for delivery is Zoom but we can use MS TEAMS.

Good For You

Stepping into Management Programme will give you the confidence and skills you need to have to share your technical expertise with your team to achieve bigger and better results. This programme will give you the tools to manage a team and get the best out of them using the right behaviours and approaches.

Good For Your Organisation

The Stepping into Management Programme will enhance the leadership culture of the organisation and create an environment for the workforce to flourish. The skills that you will learn will create a positive working environment and positivity within the team, which ultimately positively impacts performance - Secure your investment now.

Investment required

WME Members £2,600 + VAT per programme
Non WME Members £3,120 + VAT per programme

Maximum Number of Participants: 12

For more information and to book, please contact the WME team via info@wmemployers.org.uk

