



Preparing to Manage Programme

Education Academy, Barts Health

Introduction

The Preparing to Manage Programme will help you develop awareness of the fundamental principles of leadership and management and your role in building an effective team.

The programme is made up of five themed face-to-face workshops, pre-course learning and knowledge tests (held on Moodle). Each workshop can be completed as a stand-alone training session, however participants can also complete all five workshops in any order to gain recognition for completing the full Preparing to Manage Programme.

Who should attend?

Those in their first team leader/ supervisor role and those aspiring to be a team leader/supervisor in the near future.

Structure / workshops



Learning outcomes

See learning outcomes for each workshop below:

- Developing Your Leadership Style, page 3
- Coaching Style Conversations, page 4
- Establishing Effective Teams, page 5
- Supporting Change in the Workplace, page 6
- Conflict and Challenging Conversations, page 7

To book

Book each face-to-face Preparing to Manage workshop on the Education Academy course booking system: [Barts Health Course Bookings](https://booking.bartshealth.nhs.uk/courses/categoryList?id=4) (https://booking.bartshealth.nhs.uk/courses/categoryList?id=4)

Pre-course learning

Once you have booked onto your chosen Preparing to Manage workshop(s), you can find your pre-course learning on Barts Health's [Moodle platform](#). If you do not have an account already you will need to create one, using the instructions on the login page.

Enrol yourself in the Preparing to Manage Programme course: [Course: Preparing to Manage Programme | Education Academy | Moodle \(bartshealth.nhs.uk\)](https://education.bartshealth.nhs.uk/moodlelive/course/view.php?id=247) (https://education.bartshealth.nhs.uk/moodlelive/course/view.php?id=247)

Use the enrolment key **Aspire_1234** to access the course.

Enquiries

If you have any queries about the programme, please contact: -

Lynda McKeith, Learning and Development Manager, Education Academy: -

lynda.mckeith@nhs.net

Tel: 02082238017

Workshop 1 – Developing Your Leadership Style

The Developing Your Leadership Style workshop helps you develop your self-awareness and shape a leadership style that meets the needs of your team.

Learning outcomes

- Be able to assess your own leadership / management style and associated behaviours
- Understand behaviours that can increase leadership and management effectiveness
- Create a leadership style action plan

Outline programme

09 15 Registration

09 30 Welcome and icebreaker

09 40 Leadership vs. management
Leadership in your team
Qualities of excellent leaders

10 35 Leadership styles

11 00 Break

11 15 Leadership styles in action
Your own leadership style

12 05 Behaviours for more effective first-time managers
Open forum for questions

12 30 Finish

Next steps

You can find the follow up quiz and further reading on Moodle (Preparing to Manage Programme course, see link on page 2).

Complete the remaining 4 workshops and submit your attendance certificates on Moodle to get recognition for completing the full Preparing to Manage Programme.

Workshop 2 – Coaching Style Conversations

The Coaching Style Conversations workshop gives you tools to empower others to problem solve by listening and asking the right questions.

Learning outcomes

- Understand the benefits of adopting a coaching style approach
- Develop your listening skills
- Gain some basic coaching style skills to enable effective performance conversations with your team

Outline programme

13 15 Registration

13 30 Welcome and icebreaker

13 45 Defining coaching

14 00 Listening
Questioning

14 50 Break

15 05 Coaching example
The GROW model
Coaching conversations practice

16 05 Giving feedback
When to use coaching conversations as a manager
Open forum for questions

16 30 Finish

Next steps

You can find the follow up quiz and further reading on Moodle (Preparing to Manage Programme course, see link on page 2).

Complete the remaining 4 workshops and submit your attendance certificates on Moodle to get recognition for completing the full Preparing to Manage Programme.

Workshop 3 – Establishing Effective Teams

The Establishing Effective Teams workshop will help you to think about how to create and maintain team cohesion, as well as being a more effective team player.

Learning outcomes

- Understand the stages of team development
- Understand how to develop and maintain effective working relationships
- Reflect on your own behaviours in practical team tasks

Outline programme

09 15 Registration

09 30 Welcome and team building activities

09 55 Teams vs groups
Qualities of effective teams
Your team and its contribution to Barts Health

10 30 Tuckman’s model of team development

11 00 Break

11 15 Practical team tasks
Reflection on team roles and performance
Open forum for questions

12 30 Finish

Next steps

You can find the follow up quiz and further reading on Moodle (Preparing to Manage Programme course, see link on page 2).

Complete the remaining 4 workshops and submit your attendance certificates on Moodle to get recognition for completing the full Preparing to Manage Programme.

Workshop 4 – Supporting Change in the Workplace

The Supporting Change in the Workplace workshop prepares you to support your team and leadership through the implementation of change.

Learning outcomes

- Understand change in the workplace
- Know how to support the implementation of change in the workplace
- Consider how to support individual team members during a period of change

Outline programme

13 15 Registration

13 30 Welcome and icebreaker

13 40 Benefits of change
Responses to change
Potential barriers to change

14 45 Break

15 00 Maintaining cohesion through change
Inspiring and implementing change

15 55 Supporting team members with different characteristics through change
Open forum for questions

16 30 Finish

Next steps

You can find the follow up quiz and further reading on Moodle (Preparing to Manage Programme course, see link on page 2).

Complete the remaining 4 workshops and submit your attendance certificates on Moodle to get recognition for completing the full Preparing to Manage Programme.

Workshop 5 – Conflict and Challenging Conversations

The Dealing with Conflict and Challenging Conversations workshop supports you to plan for, conduct and reflect on a challenging conversation. You will also consider your approach to conflict and how this may impact others.

Learning outcomes

- Demonstrate that you can plan for a difficult conversation
- Understand your own preferred conflict mode
- Use a model to give impersonal, constructive feedback

Outline programme

09 30 Registration

09 45 Welcome and icebreaker

10 00 What is conflict? - Definitions and perspectives
Conflict continuum
Causes of workplace conflict

11 00 Break

11 15 Own contributions to conflict
Emotional intelligence
The Chimp Paradox and self-management
Conflict styles (your preferred conflict mode)

12 30 Lunch

13 15 Preparing for a difficult conversation
Opening lines and conversation structures
Structured feedback models

15 15 Break

15 30 Group discussions and reflections
Steps for challenging conversations
Key questions
Open forum for questions

16 30 Finish

Next steps

You can find the follow up reflection task on Moodle (Preparing to Manage Programme course, see link on page 2).

Complete the remaining 4 workshops and submit your attendance certificates on Moodle to get recognition for completing the full Preparing to Manage Programme.