

Modular Management Development Programme Example

Pre-Programme consultancy
(Engages relevant staff in the learning & builds our understanding of the company's objectives, culture & values)

Launch Event

Launch Event

½ day launch event to introduce the programme to both participants & their managers, explain the PROMOTE platform and outline what is expected of everyone.

Module 1 – One Day

Helping me be the best I can be

- ✿ Performance management benefits to *** & its teams
- ✿ Objective evaluation of employee contribution
- ✿ Goal setting
- ✿ Recognising performance 'types'
- ✿ Effective feedback
- ✿ Managing under performance, absence, time-keeping & other people issues
- ✿ Coaching for performance & career

Module 2 – One Day

Knowing me, knowing you – Leadership Masterclass

- ✿ Using emotional intelligence in leadership
- ✿ Understanding self & increasing self-awareness
- ✿ Recognising & leveraging diversity
- ✿ Leadership flexibility – SLII
- ✿ My reputation as a leader
- ✿ 360° leadership – managing up and across

Module 3 – One Day

Right people, right place, right time

- ✿ Using capacity planning & resource allocation principles to justify recruitment needs
- ✿ How to attract, retain & motivate best talent
- ✿ Avoiding the top 10 recruitment pitfalls
- ✿ Planning & executing recruitment interviews
- ✿ Managing probation periods
- ✿ Delivering exceptional on-boarding experiences

Module 4 – One Day

Successfully leading my team

- ✿ Recognise team development stages
- ✿ How to develop team rather than focus on individuals
- ✿ Enhance your reputation as an effective leader
- ✿ Prioritise workload for optimum team performance
- ✿ How to delegate for effective team & individual development
- ✿ Run effective team meetings/project meetings

Finale Event – Two Hours

Finale Event

- ✿ Presentations on what was learnt and how it has been applied
- ✿ CEO & Senior management to attend
- ✿ Drinks



Learning activities throughout the programme provide opportunities to embed learning & transfer it to the workplace

- ✿ E-Learning
- ✿ PROMOTÉ – Learning Transfer Platform
- ✿ Live case studies – reporting & analysis
- ✿ Additional subject reading assignments
- ✿ Lunch & learn sessions
- ✿ **Practical 'on the job' activities & reporting on results**
- ✿ Knowledge checks – quizzes, proof reports
- ✿ Online assessments – behaviour, self, team
- ✿ Design & produce presentations to demonstrate learning

Optional Modules – Half or One Day

