

Step into Management

Programme overview



DuttonFisherAssociatesLtd

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About the programme

When you started your current role you probably received lots of training to equip you with the skills and knowledge to help you carry out your role competently. What often happens in many sectors is that when people move into their first management role training may happen much further down the line. So, there's a lot of trial and error and for those people who have had really good role models, they will copy what they have experienced previously. But what happens if people haven't had a positive role model?

Being a manager is a big responsibility so this programme is designed to build up a toolkit of the key skills and knowledge needed in your first management position. We'll be working with a number of tools and techniques for you to bring out the best in your people. Remember, you'll also have policies and procedures to back up what you're doing as well as advice and support from your manager.

The programme will be delivered virtually over 10 weeks and will run from 930am-1230pm. We'll make the sessions interactive so you won't just be listening to us but will be learning from each other and through a range of learning activities.

About Dutton Fisher Associates Ltd

Dutton Fisher Associates Ltd is a dynamic and innovative training company with a proven track record of delivering an extensive range of interpersonal skills, leadership, and people management training.

Based in Yorkshire, we deliver to participants from team leader to senior management level across a wide range of industries and sectors. As well as providing training and consultancy in the UK and Europe, we offer a coaching service, and facilitate group learning through the use of innovative workshops. You will be working with two facilitators over the course of the programme.

Jo has been working as a consultant and trainer since 2005. She is a qualified Social Worker and has worked in both adult social care as well as children's services. Jo provides services to the social housing sector and to third sector organisations. Her focus is to support organisations and individuals to deliver quality services.

About your facilitators



Suzanne Shaw started life as a nurse before moving into the pharmaceutical industry for a number of years. It was during this time that she was exposed to learning and development and eventually made the move into a L&D role. Having had the experience of moving from Student Nurse to Staff Nurse overnight, she knows all too well how it felt moving into a management role “blind”. Her passion is about supporting people to develop a toolkit to get the best out of themselves and their teams.



Jo Rawnsley has been working as a consultant and trainer since 2005. She is a qualified Social Worker and has worked in both adult social care as well as children’s services. Jo provides services to the social housing sector and to third sector organisations. Her focus is to support organisations and individuals to deliver quality services.

What we'll be covering

Module	Learning outcomes; during the session we will be:	Date
1. From team member to manager – the transition	<ul style="list-style-type: none"> ▪ Identifying what kind of manager you want be (what does good look like) ▪ Recognising some of the challenges along the way ▪ Checking the contents of your toolkit 	Friday 10 th March 2023
2. Self-awareness – your own leadership style preferences	<ul style="list-style-type: none"> ▪ Understanding your behavioural preferences ▪ Recognising how these preferences colour your leadership style ▪ Identifying behaviours to dial up and dial down 	Friday 17 th March 2023
3. Motivating yourself and others	<ul style="list-style-type: none"> ▪ Understanding explicit and intrinsic motivation ▪ Identifying the need for recognising a job well and giving praise 	Friday 24 th March 2023
4. Management communication	<ul style="list-style-type: none"> • Understanding the importance and purpose of effective communication in the workplace • Describing the communication model • Identifying possible barriers to effective communication 	Friday 31st March 2023
5. Having difficult conversations	<ul style="list-style-type: none"> ▪ Appreciating what difficult conversations are ▪ Identifying our levels of assertiveness ▪ Understanding the role of giving feedback ▪ Using a model to have a difficult conversation 	Friday 14 th April 2023
6. Resilience – for you and your team	<ul style="list-style-type: none"> ▪ Understanding what resilience is ▪ Appreciating what can negatively affect levels of resilience 	Friday 21st April 2023

	<ul style="list-style-type: none"> ▪ Developing a plan to build and maintain levels of resilience 	
7. Managing performance	<ul style="list-style-type: none"> ▪ Understanding skill and will ▪ Being explicit with expectations ▪ Keeping the team on track ▪ Managing performance issues 	Friday 28 th April 2023
8. Managing Safeguarding	<ul style="list-style-type: none"> ▪ Understanding the legal framework for safeguarding children and adults ▪ Recognising the signs of abuse ▪ Dealing with concerns effectively ▪ Understanding the managers role and responsibility for referring concerns 	Thursday 11 th May 2023
9. Managing Equality and Diversity	<ul style="list-style-type: none"> ▪ Understanding compliance with the Equality Act 2010 ▪ Understanding the impact of discrimination ▪ Promoting & developing good practice in ED&I 	Thursday 19 th May 2023
10. Professional development skills (CV writing and Interviews/group coaching)	<ul style="list-style-type: none"> ▪ Identifying key strengths and weaknesses ▪ Developing an up-to-date CV ▪ Practising interview techniques 	Friday 26 th May 2023