DEVELOPING MANAGEMENT SKILLS AT OXFORD (previously titled the INTRODUCTION TO MANAGEMENT or ITM programme)

Length: 3 days
Places available: 24

The programme is aimed at staff who are;

- Currently managing a team or group (i.e. more than one or two people) OR
- responsible for achieving through the contributions of others, even if they do not line manage those individuals
- likely to be on grade 6 or 7
- currently employed by the University or by a college of the University and are likely to be in that post or a similar management post for at least a year after the programme ends

If you don’t think you are within this target audience, you may find it helpful to look at our course directory for other ideas

http://www.learning.ox.ac.uk/courses/

In your application you should ensure that you demonstrate the following;

a) clarity on your strengths as a manager and where you need to develop
b) a match between what you want to learn and the content of the programme (see course outline below)
c) a readiness to develop your confidence and capability as a manager to enhance your practice and/or to develop your career plan; and
d) the practical support of your own line-manager/supervisor including;
   - willingness to agree time away from standard duties to attend workshops and complete self-directed work in between workshops
   - provision of opportunities to practise skills learned on the course
   - use of departmental IT facilities, and support through mentoring or coaching.

Course outline

By the end of the programme you will:

- have an understanding of personal style and preference and be confident in using that understanding to manage individual contributions and that of others;
- be confident in adapting management style to achieve desired impact and outcomes;
- have recognised the importance of equality and diversity and be confident in what you need to do to create and maintain an inclusive work environment;
- have enhanced the key skills of planning ahead, setting out expectations, delegating, agreeing objectives and steering future performance;
- be able to use coaching skills to support people to achieve;
- be more confident in managing and raising performance;
- have an understanding of an action learning model as an approach to reflective practice, problem-solving and development;
- have a better understanding of different styles of influencing and how to apply them;
- have an increased understanding of assessing strengths and areas for development as leaders and managers, and identified actions to continue professional development.