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

Duration: 3 days

Programme dates

Hilary Term 2018
- Monday 15 January, 9.30 am – 4.30 pm
- Monday 29 January, 9.30 am – 4.30 pm
- Monday 19 February, 9.30 am – 4.30 pm

March – optional 1:1 coaching following final workshop

Trinity Term 2018
- Monday 30 April, 9.30 am – 4.30 pm
- Monday 14 May, 9.30 am – 4.30 pm
- Monday 11 June, 9.30 am – 4.30 pm

July – optional 1:1 coaching following final workshop

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.

Programme 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 enhanced reflective practice and problem-solving skills;
- have an increased understanding of assessing strengths and areas for development as leaders and managers, and identified actions to continue professional development.
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

c. a readiness to develop your confidence and capability as a manager to enhance your practice
   and/or to develop your career plan

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.