INTRODUCTION TO MANAGEMENT SKILLS AT OXFORD (previously titled the ESSENTIALS OF MANAGEMENT course)

Length: One day

The course is aimed at staff who are;

• currently managing or supervising a small number of people and have not had any management development before OR
• Currently managing or supervising a small number of people and would benefit from a refresher on core skills OR
• Are new to managing at Oxford
• Likely to be on grade 4 or 5 (please note that this course is open to all grades - we anticipate that a significant proportion of applications will be from staff in these grades)
• 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 six months after the course 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 do the following;

a) give brief information on the challenges of your role, where you feel you are confident and what you think you need to do differently or better
b) link what you want to learn to the content of the course (see course outline below)
c) ensure that your manager or supervisor agrees that you can attend and is willing to support you to embed what you learn in the workplace

Course outline

By the end of the course you will have:

• an appreciation the role of the manager at the University;
• identified what makes an effective manager and why effective management matters;
• considered the importance of staff motivation and engagement;
• practised the key skills of delegating and giving feedback;
• considered the additional sources of support that are available to you.