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

Duration: one day

Course dates:

- Wednesday 24 January, 9.30 am – 4.30 pm
- Tuesday 22 May, 9.30 am – 4.30 pm

The course is aimed at staff who are:

- Currently managing or supervising a small number of people AND:
  - a) have not had any management development before OR
  - b) would benefit from a refresher on core skills OR
  - c) 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 likely to be in that post or a similar management post for at least six months after the course ends.

Course outline

By the end of the course you will have:

- an appreciation of the role of a 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 agreeing objectives, delegating and giving feedback;
- explored levels of performance and expectation at the University;
- learned how to have confident discussions about performance;
- identified sources of support available to you as a manager.

In your application you should make sure that you:

- a) briefly describe the challenges of your management 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
- c) ensure that your manager or supervisor agrees that you can attend and is willing to help you embed what you learn in the workplace.