

MANAGEMENT DEVELOPMENT PROGRAMME

Purpose

To contribute to the successful implementation of East Herts restructuring by providing development for Heads of Service and those reporting to the newly defined Heads of Service in a range of leadership, management and best practice issues.

Outline of programme

The programme will include a number of training days and other activities, such as project work, which will be designed to clearly define the role of the Leaders at East Herts. By the end of the programme second tier managers will be clear what their roles and responsibilities are; what the senior management team expects of them and also what we define as a good East Herts Leader.

The topics to be covered are:

- Leadership styles
- The difference between leadership and management
- Managing Change
- Managing Performance
- Communication
- Motivation at work
- Aligning team performance to the Council's priorities
- Manager as coach
- Building high performing teams
- Managing Stress
- The Corporate role of the 'Heads of Service'
- What makes a great manager

There will be specific 'skill' development days, which will include more practical training around:

- Recruitment and Selection
- Managing discipline, grievance and attendance
- Budget management

- Diversity and equality
- Communication and influencing skills

The underlying themes will be:

- Diversity and equality
- Empowerment of individuals and teams
- Impact of working in a political environment
- Ownership on your own development
- Application of learning in the workplace

The programme will be highly participative to maximise learning.