



Management Essentials

Looking to develop the essential skills to become more effective as a people manager and support your own personal growth and development?

The Management Essentials Programme is a series of eight 90-minute workshops designed to support the online [Managers' Toolkit](#), and equip managers and aspiring managers at Sussex with the essential skills to become effective people managers.

These workshops run on a rotational basis twice a term. Managers can choose to attend every workshop or alternatively pick those they think would be most relevant to their immediate development needs. Click on a workshop title to book a place on an upcoming workshop.

[Introduction to Management at Sussex](#)

This workshop will:

- Provide an introduction to management
- Explore the differences between management & leadership
- Introduce contemporary management and leadership theory
- Introduce The Sussex Leader competency framework
- Provide an opportunity to understand and develop your style as a manager.

[Building trust and psychological safety in teams](#)

This workshop will:

- Explore what psychological safety is and how to create safe environments
- Explore the importance of trust in teams and how to build trusting relationships
- Provide an opportunity to discuss good practice and challenges around trust and psychological safety.

[Giving Effective Feedback](#)

This workshop will:

- Explore the benefits of giving effective feedback, for the giver and receiver
- Discuss the reasons we avoid giving feedback, and factors that can make feedback less effective
- Introduce models and techniques for giving more effective feedback.

[How to delegate effectively](#)

This workshop will:

- Identify the benefits and challenges of delegation
- Introduce different approaches to delegating tasks
- Provide an opportunity to gain insights from peers across the university.



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[Motivating and Engaging Teams](#)

This workshop will:

- Explore the link between performance and motivation
- Introduce different theories around what motivates people and how to put this into practice
- Share ideas and best practice for empowering teams and individuals

[Coaching as a Manager](#)

This workshop will:

- Demonstrate the value of a coaching mindset as a manager
- Explore how and when to take a coaching approach with your team
- Explore the core skills involved in coaching
- Introduce the GROW model.

[How to have Difficult Conversations](#)

This workshop will:

- Explore different types of challenging behaviours and difficult situations that managers may have to deal with
- Provide a structure for leading courageous conversations
- Introduce managers to a range of tools and techniques to facilitate courageous conversations
- Provide participants with an opportunity to practice skills and discuss good practice.

[Introduction to Managing Change](#)

This workshop will:

- Explore the impact of change and different responses to it
- Increase awareness of how to support individuals/teams through a period of transition
- Discuss how to engage a team in continuous learning to harness the positive impact of change.



All staff managers at Sussex are invited to join the [Leaders and Managers Network](#) on Teams.

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