University of Sussex Management Essentials Programme

The Management Essentials Programme is a series of workshops designed to support the recently released online Managers' Toolkit. The workshops will equip you with the essential skills to become effective people managers and support your own personal growth and development.

This programme consists of nine 90 minute workshops. The workshops will be offered on a rotational basis twice a term. You can choose to attend every workshop or alternatively pick those you think are most relevant to your immediate development needs.

This series is suitable for staff at the University in academic and professional roles who have recently taken on a managerial role, or those of you who have some experience but would like to refresh and/or enhance your management skills.

Introduction to management – Developing your management skills

The 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

How to delegate effectively

The workshop will:
- Identify the benefits of delegation
- Identify the barriers to delegation
- Identify tasks you should be delegating
- Enable managers to learn how to successfully delegate

Giving Effective Feedback

The workshop will:
- Explore the importance of giving effective feedback
- Identify common mistakes when giving feedback
- Introduce tools and techniques to enable managers to give effective feedback and motivate their team
- Provide good practice guidelines
Developing Your People Management Skills

This workshop will:
- Give you the space to discuss performance management and share good practice
- Introduce contemporary practices to motivate your staff
- Provide an understanding of how to empower people to work at their best

Appraisal Workshop for Professional Services Managers - Summer Term Only (April – July)

This workshop will:
- Clarify your role and responsibilities in the appraisal process
- Provide you with tools to have development conversations (PDP)

Leading and Managing Teams

The workshop will:
- Explore the concept of high performing teams
- Provide insights into how to build successful teams
- Help you develop your influencing skills
- Offer techniques to manage team conflict

Coaching Skills for Managers

The workshop will:
- Explore what coaching is
- Identify why and when to use a coaching style
- Explore how you coach
- Introduce the GROW model

How to have Difficult Conversations

The 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 have courageous conversations
- Provide participants with an opportunity to practice skills & share good practice guideline

Introduction to Managing Change

This workshop will:
- Develop understanding of workplace change and how it impacts people
- Raise awareness about the individual manager’s own reactions to change, how they can self-manage
- Increase your confidence in how to deal with the differing reactions to change from your team the questions, the potential resistance, and the challenges