

# INTRODUCTION TO LEADERSHIP AND MANAGEMENT PROGRAMME

## Programme Dates:

### Cohort 3 dates:

Session 1: Wednesday 26th February 2025  
Session 2: Tuesday 11<sup>th</sup> March 2025  
Session 3: Wednesday 26th March 2025  
Session 4: Tuesday 8th April 2025 (Sarah Law)  
Session 5: Tuesday 6th May 2025

### Cohort 4 dates:

Session 1: Monday 7th April 2025  
Session 2: Tuesday 29th April 2025  
Session 3: Monday 12th May 2025  
Session 4: Tuesday 10th June 2025 (Sarah Law)  
Session 5: Monday 30th June 2025

*All sessions will take place virtually and will be delivered by Zoom/Teams.  
Screen breaks will be planned regularly.*

*All sessions will start at **10am** and close at **1pm***

## Overview

This Introduction to Leadership and Management Programme provides a comprehensive development package, enabling participants to build confidence and leadership capability in the workplace.

## Approach

This interactive programme combines theory and practice, applying a range of tools and techniques, in a peer learning environment.

Assimilating knowledge and skills into everyday working practice is central to the programme's approach

To accelerate personal development a small number of additional tasks are set in-between sessions

## Audience

This programme is aimed at aspiring managers or managers in their first year of experience, wanting to build their leadership capability.

Participants can be from clinical and non-clinical backgrounds and across pay bands.

<p><b>Session 1:</b> Leadership, Management and You</p>	<p><b>About the session</b></p> <p>In exploring leadership and management, their characteristics and differences; developing self-awareness and an understanding of your impact in creating workplace culture.</p> <p>In this workshop we will explore ways to develop greater self-awareness through behavioural style testing, recognising our own strengths, weaknesses and 'blind spots' and how this contributes to increased Emotional Intelligence. We will then discover the impact being a self-aware leader has on creating workplace culture.</p>
<p><b>Session 2:</b> Understanding Your Leadership Style</p>	<p><b>About the session</b></p> <p>Understanding different leadership styles; examining our own natural style of leadership and how we can be flexible in our approach to increase our leadership effectiveness.</p> <p>In this workshop we will gain an understanding of different leadership styles, examining your own natural style of leadership and how to be flexible in your approach. We will explore situational leadership theory and practice coaching techniques to support effective leadership and development of others.</p>
<p><b>Session 3:</b> What is Inclusive Leadership?</p>	<p><b>About the session</b></p> <p>Developing a workplace where everyone feels valued, respected, and empowered to contribute</p> <p>In this workshop we gain an understanding what unconscious bias and how address our own and others. We will explore how to embrace inclusive leadership through an appreciation of difference; looking at behavioural styles, and compassionate leadership, linked to the work of Prof Michael West and the NHS People Promise.</p>
<p><b>Session 4:</b> Conducting Courageous conversations  (Sarah Law)</p>	<p><b>About the session</b></p> <p>Exploring the skills that underpin effective communication to build confidence in having conversations that might have otherwise been avoided or seemed difficult.</p> <p>In this workshop we will understand why we need to hold courageous conversations and explore the skills that underpin effective communication. We will focus on active listening, effective questioning, coaching techniques and adopting a solution-focused approach to conduct courageous conversations.</p>
<p><b>Session 5:</b> Leading Beyond Boundaries</p>	<p><b>About the session</b></p> <p>Developing, building, and managing relationships within the broader community of care</p> <p>In this workshop we will develop an understanding of systems leadership and what this means for your role in the NHS. We will explore the skills of influencing, negotiating and relationship building to build solid relationships with those you work with beyond your immediate workplace.</p>

## **About the Facilitators:**

**Suzanne Howes** is an organisational development specialist and NHS nurse by background. Suzanne has designed and delivered a range of leadership and management courses, most recently at Guy's and St Thomas NHS Trust. She uses a pragmatic approach to enable participants to transfer learning directly to their workplace.

**Sarah Law** is a Chartered Occupational Psychologist who passionately believes in the benefits to both people and organisations of applying psychology at work; she relishes keeping up with current thinking and draws from multiple schools of psychology. She has worked independently for over 25 years and has a particular focus on developing leaders at all levels, particularly in complex systems such as health and transport. All of her work is designed to deliver a measurable, positive impact on the organisational system with a focus on building on current strengths and developing potential. Feedback to Sarah is consistently around how innovative, enjoyable and practical her sessions are.

## **Application Process**

If you wish to participate in the programme you must complete an application form through Microsoft Forms.

It is important that you have full support from your organisation to take part in the programme. You must therefore identify a sponsor and provide their contact details (normally your line manager) in the application form.

The Application form can be accessed using the following link:

[Cohort 3](#)

[Cohort 4](#)

Please complete this form by **17<sup>th</sup> January 2025** all applicants will be notified of outcome by **31<sup>st</sup> January 2025**

If you have any further queries relating to the programme please contact [uzma.hussain1@nhs.net](mailto:uzma.hussain1@nhs.net) or [deborah.whalen1@nhs.net](mailto:deborah.whalen1@nhs.net)