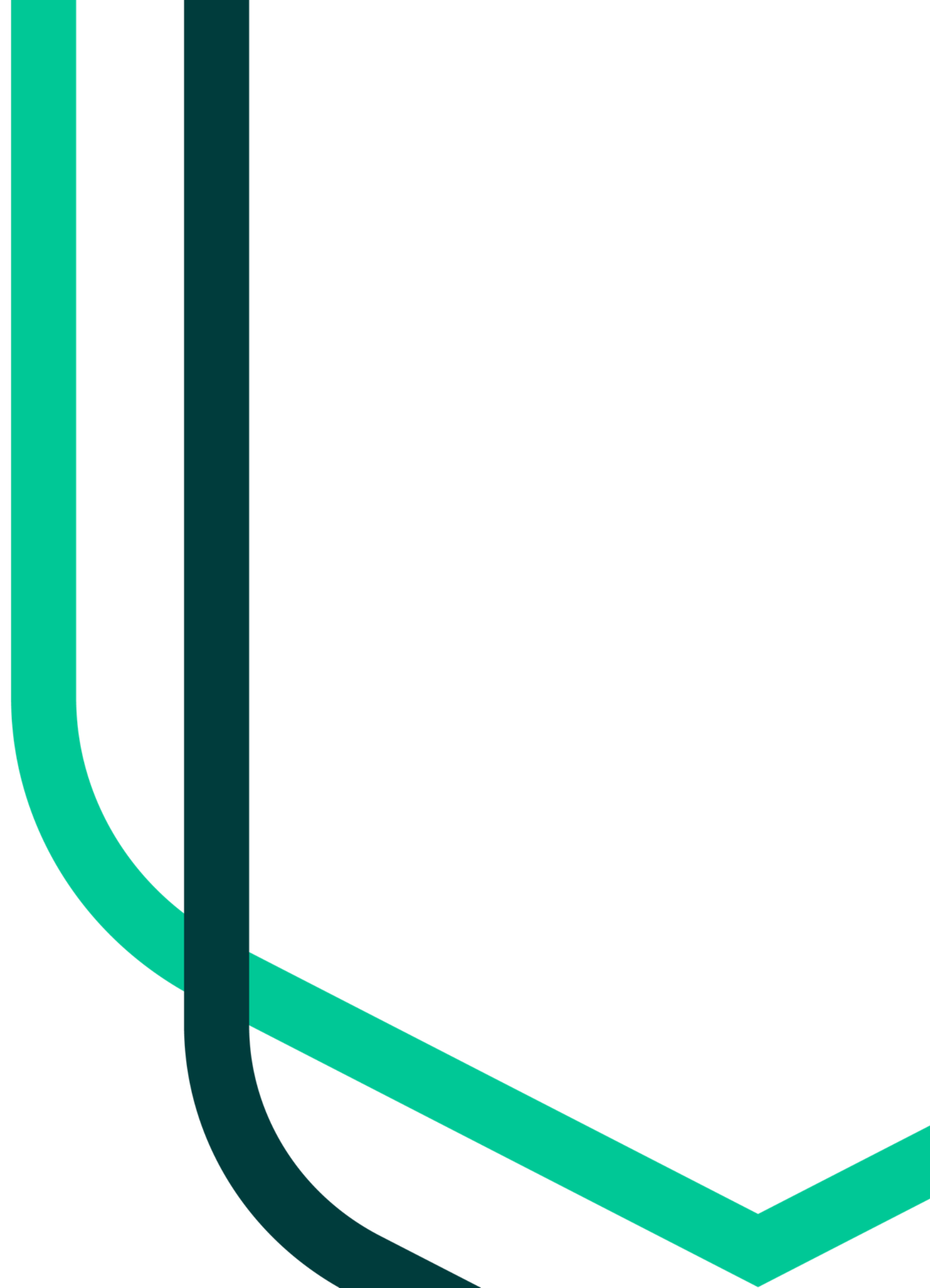




University  
*of* Exeter

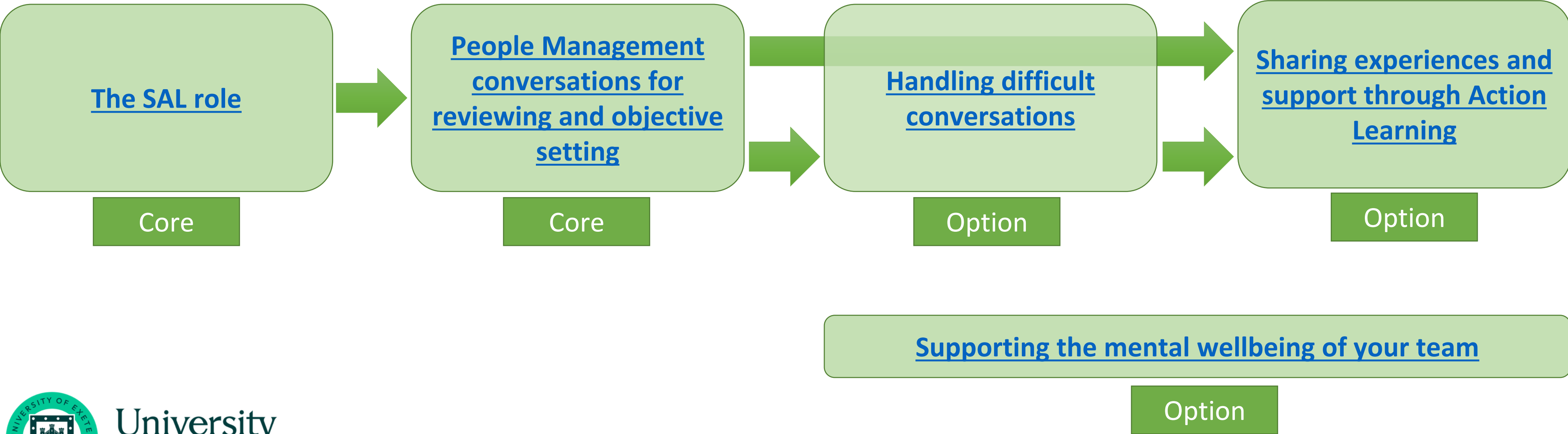
**Senior Academic Leader  
Programme  
Term 2 cohorts**



# Introduction

In this document you will find details of the Senior Academic Leader development programme.

This programme is available for anyone in the role of Senior Academic Leader, and those identified in succession planning.



# Programme overview

## Audience

Senior Academic Leaders

## Purpose

- Understand role of the SAL (especially with regards to people management, mentoring, reviewing)
- Encourage effective people management through consistent management practices
- Learn from each other, share experiences, provide peer support

## Topics

- The SAL role
- People Management conversations (for reviewing and objective setting)
- Handling difficult conversations
- Sharing experience and support through Action Learning



University  
of Exeter

# Webinar details



University  
of Exeter

# The SAL role

It is essential that you are completely clear about what you do as a SAL and how these duties and responsibilities fit with the rest of the Departmental structure. This session will be co-delivered by a HoD along with an HR Partner.

As a result of attending this session, you will know:

- What a SAL should be doing from the point of view of the Department (ie the HoD), the SAL themselves and the colleagues they will support, as part of a leadership team.
- The importance of and context for checking in with colleagues (what do you cover, PDR etc).
- The role of mentoring and difference between the SAL role and the Senior Academic Mentor role.
- Your role in promotion and progression (eg supporting applications, access to SWARM, setting promotion targets, PDP and APP).
- Your role in managing absence and managing performance as part of a team
- The role of HR Advisors and HR Partners in supporting you as a SAL.



Presenter(s): HoDs, Senior HR Partner, People Development

Dates: Various.



Sign up: [Course Detail - Learning and Development - University of Exeter](#)

# People Management Conversations

Reviewing and objective setting can be seen as a bureaucratic exercise when it should be positive and useful. This session will offer some tips on topics and timing for review conversations and how objectives can be identified and planned as well how to give useful feedback on progress.

As a result of attending this session, you will be able to:

- Schedule effective, regular 1-1 reviews and conduct PDR conversations with the people you support
- Conduct effective workload conversations using new University level principles
- Set effective objectives
- Review progress and provide useful feedback



Presenter(s): Senior HR Partner, People Development

Dates: Various.

Sign up: <http://www.exeter.ac.uk/staff/development/coursedetail/index.php?code=10807>

# Handling Difficult Conversations

Difficult conversations can be a common matter in the workplace. How we handle and manage these situations is crucial to building an effective team and reaching goals. This high impact session provides a deeper understanding of why conflict arises and explores pragmatic tools for handling challenging discussions and individuals.

As a result of attending this session, you will be able to:

- Create an empowering mindset that is conducive to having a successful difficult conversation.
- Prepare for difficult conversations by creating some disassociation and objectivity.
- Balancing assertion and relationship with outcome.
- Explore tools, techniques and models to help you handle difficult conversations and people's reactions



Presenter(s): Edit Development [EDIT Development](#) | [Leadership development experts](#)

Dates: Various. Repeated in Term 1, 2 and 3

Sign up: <http://www.exeter.ac.uk/staff/development/coursedetail/index.php?code=10808>

# Action Learning Sets

Action learning sets are group coaching sessions where a set of people can help one or more set members explore a topic of their choosing. Sets can be used to share and understand experiences, explore problems and opportunities and identify actions that will help.

Set members use the skills of listening, questioning and “topic-threading” without offering advice or solutions except where requested or as a planned end-point.

The first session offers training in the required skills. Each set is professionally facilitated by an experienced Set Facilitator.

As a result of attending an Action Learning set, you will be able to:

- Better understand your learning from the leadership programme and its application in the workplace
- Identify solutions to problems and paths to fully realise opportunities
- Increase your support of others and enjoy their support in return



Facilitator(s): Professional facilitators

Dates: Various.

Sign up: [Course Detail - Learning and Development - University of Exeter](#)



# Supporting the Mental Wellbeing of Your Team

This online module raises awareness and understanding of the importance of positive mental wellbeing in the workplace and your role in supporting this. It aims to increase awareness of signs and symptoms of poor mental wellbeing and stress and to give practical tools and strategies to support themselves and team members with their mental health and wellbeing.

As a result of completing this online module, you will be able to:

- Understand responsibilities associated with supporting the mental wellbeing of your team.
- Develop awareness of leader and manager behaviours found to be effective in the prevention or reduction of stress at work.
- Recognise and respond to stress in team members.
- Understand the tools and resources available to support
- Understand methods to look after your own mental wellbeing

Presenter(s): Created by Clinical Psychologists and Wellbeing Professionals

Duration: approximately 60 minutes with further reading and resources

Dates: Available 24/7



Sign up: [Login to LearnUpon](#), self-enrol onto the course (title as above)



University  
of Exeter

# Feedback

We would welcome your feedback on the contents of this Programme therefore please email any questions, comments or suggestions to [peopledevelopment@exeter.ac.uk](mailto:peopledevelopment@exeter.ac.uk)

Thank you.



University  
of Exeter