1. Get the basics

Induction for People Managers: the employee lifecycle: manager's role and procedures (recruitment, appointment, probation, wellbeing, PDR). Key legal concepts and duties including: health, safety and wellbeing, equality and diversity.

(Sign-up)

PDR Reviewer Skills: be able to describe the purpose of PDRs; understand the skills and behaviours of an effective PDR reviewer; be able to list a range of ways to make the PDR a useful**,** engaging and productive conversation.

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(Sign-up)

2. Learn about HR Procedures (either or both modules)

Performance: <u>Speak to your HR Partner for training and support</u>: be aware of the potential causes of and how to spot poor performance; understand and have confidence in your responsibility when managing performance; know how to approach managing performance conversations in line with the University's policy & process.

Absence: <u>Speak to your HR Partner for training and support:</u> gain an understanding of the University absence trigger points; understand and have confidence in the practical steps to take to support an individual with frequent short-term sick absence or long-term sick absence, in line with the University's policy and process; understand the role of Occupational Health when managing absence and ill-health.

3. Develop People Management Skills (choose the best pathway for you)

3a If you are <u>new to people management</u> — click on topic to sign-up

My Role: active management; management v leadership; different leadership styles

Managing Performance: accountability; planning and prioritising; giving effective feedback; Impact of hybrid working

My Communication: a communication model; listening with empathy; closing with action

Planning for Performance: agreeing expectations; factors affecting performance; what and how (and our Values); delegation

3b If you <u>have some management skills</u> — click on topic to sign-up

Developing Individuals: Importance of development; motivation & engagement; career development; action planning

Difficult Conversations: what makes them difficult?; preparing and opening; sharing the message; powering up listening; conflict modes

Developing Teams: team building context; development model; 5 team dysfunctions; creating an inclusive culture; personal styles

3c Interested in gaining <u>accreditation through the Institute of Leadership</u>? Please email peopledevelopment@exeter.ac.uk

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4. Develop Leadership Skills (choose the best programme for you)

4a If you <u>have not</u> undertaken any previous leadership development enrol on
The Leadership Difference programme

Tools to help you

* 180 Review Insights
* 1:1 coaching (optional)
* Action Plan (for the Leadership Difference programme)

90 minute Webinars

* **Protecting Team time**
* **Goal-setting**
* **Developing leadership wisdom**
* **Leading through demanding times**
* **Leading through change**
* **Conflict management and resolution**

Development Sessions (½ day)

1. **Leader as coach**
2. **Leading self**
3. **Leading Systems**
4. **Leading Teams**

Nominations process in place:
PVCs, DPVCs, Divisional Directors

Please visit our Website for:

* **Additional Development for Women Leaders**
* **Additional Development for All Leaders**

4b If you <u>have</u> undertaken previous leadership development you can attend
The Leadership Academy

1.5 hour webinars, expert speakers

* **Dark Triad and Leadership**
* **Leadership in Crisis**
* **CEOs and their climate crisis blindspot**
* **Leadership in Practice**
* **Olympic success to a new understanding of high performance**
* **Leadership and Wellbeing**
* **Self-Leadership**
* **The hideous effects of destructive leadership**

NOTE: by signing up to the first session you will be sent invitations to all the sessions advertised and can accept or decline as needed.

Tools to help you

* 360 Feedback
* 1-1 coaching
* Insights profiling

Click to sign-up

Annual ½ day Leadership Conference

* **Keynote speakers**
* **Breakout Sessions**
* **Celebrating Completers**
* **Networking opportunities**