

## People Managers Essentials Programme – Schedule

	Winter/Spring Sessions	Spring/Summer Sessions		Autumn/Winter Sessions	
<b>Building Your Understanding</b>					
<b>Managing at Queen’s</b>	27 Feb (PM)	3 April (AM)		25 Sept (AM)	
	14 Mar (AM)	8 May (AM)		15 Oct (AM)	
	19 Mar (AM)	21 May (AM)		7 Nov (AM)	
<b>Building Your Knowledge</b>					
<b>Knowledge Workshops</b>					
1. Managing Absence	20 Mar 12 -2pm	9 April 12-2pm	5 June 12-2pm	10 Sept 12-2pm	28 Nov 12-2pm
2. Managing Performance	12 Mar 2 – 4pm	19 June 12-2pm	6 Aug 12-2pm	2 Oct 12-2pm	3 Dec 12-2pm
3. Managing Probation	29 Mar - 12 -2pm	14 May 2-4pm	4 June 12-2pm	3 Sept 12-2pm	19 Nov 12-2pm
4. Job Evaluation	21 Mar 2.30-4.30pm	2 May 10.30-12.30	13 Aug 10.30-12.30	18 Sept 2.30-4.30pm	5 Nov 10.30-12.30pm
<b>Building Your Skills</b>					
<b>Skills Workshops</b>					
1. Leading & Managing a team	5 Mar(AM)	8 May (PM)	30 May (AM)	15 Oct (pm)	12 Nov (AM)
2. Developing Others: Coaching Skills for Managers	5 Mar(PM)	30 May (PM)	-	24 Sept (AM & PM)	12 Nov (PM)
3. Managing and Supporting Performance	14 Mar(PM)	3 April (PM)	21 May (PM)	25 Sept (PM)	7 Nov (PM)
4. Handling Difficult Conversations	25 Feb (AM)	9 May (AM)	27 June (AM)	24 Oct (AM)	21 Nov (AM)
5. Creating a Positive Workplace Environment	25 Feb(PM)	9 May (PM)	27 June (PM)	24 Oct (PM)	21 Nov (PM)

**Where AM is indicated, the session runs from 09.15 am to 12.45. Where PM is indicated, the session runs from 13.30 to 16.45**