

People Managers Essentials Programme – 2021 Schedule

	Winter/Spring Sessions January – April 2021	Spring/Summer Sessions May – August 2021	Autumn/Winter Sessions September – November 2021
Building Your Understanding – Clinton Leadership Institute			
Understanding Your Role Workshop - Managing at Queen's Total: 5 sessions of this workshop (book via iTrent)	Thursday 28 January AM	Thursday 13 May PM	Tuesday 14 September AM
	Monday 22 February PM	Thursday 3 June PM	
Building Your Knowledge – HRBPs			
Knowledge Workshops			
<p>Each 'Knowledge' workshop below – participants view online in own time. Managing Absence and Managing Performance are further supported by online toolkits. General policy queries can be directed to the HR Hub as per normal procedure.</p> <ol style="list-style-type: none"> 1. Managing Absence 2. Managing Performance 3. Managing Probation 			
Building Your Skills – Clinton Leadership Institute			
Skills Workshops (book via iTrent) Total: 4 sessions of each workshop			
1. Leading & Managing a Team	Friday 26 February AM	Tuesday 18 May PM Wednesday 7 July AM	Wednesday 29 September AM
2. Developing Others: Coaching Skills for Managers	Thursday 4 March PM	Friday 21 May AM Tuesday 8 June PM	Tuesday 12 October PM
3. Managing and Supporting Performance	Tuesday 2 March AM	Wednesday 26 May PM Tuesday 15 June AM	Thursday 7 October PM
4. Handling Challenging Conversations	Wednesday 10 February AM	Monday 10 May AM Wednesday 16 June PM	Wednesday 6 October PM
5. Creating a Positive Workplace Environment	Tuesday 13 April AM	Monday 7 June PM Wednesday 11 August PM	Wednesday 3 November AM

Please Note: Where (AM) is indicated, the session will run from 09:30 am to 12:30 and where (PM) is indicated, the session will run from 13:30 to 16:30