Edinburgh Manager Programme
Cohort 1 schedule - 2024/25

Month	Event	Format	Duration	Dates / deadline	✔
Sept	Familiarise yourself with programme, TEAMs site, SharePoint documents and add all dates to diary	Self-directed learning	1-3 hours	Before programme launch	
	Complete Strengths profile & review your report	Self-directed learning	1.5 hours	Before programme launch	
	Complete "Being a Line Manager" document tasks	Self-directed learning	3 hours	Before programme launch	
Oct	**Programme Launch (Informatics building)**	**In person event**	**3 hours + travel time**	**Tuesday 8th October 9.30-12.30**	
	Book dates for Line Management Essentials part 1 & 2	Online task	15 minutes	Before Know Yourself workshop	
	Edinburgh School holidays – no tasks				
Nov	**Know Yourself workshop**	**Online workshop (TEAMS)**	**2 hours**	**Wednesday 30th October 2-4pm**	
	Work on tasks from Know Yourself workshop & prepare for first discussion group	Self-directed Learning	2-4 hours	November	
	Facilitated Management Discussion Group (1)	**Online Meeting (TEAMS)**	**2 hours**	**Wednesday 13th November 10am -12noon OR Thursday 14th November 2-4pm**	
	Prep for Line Management Essentials workshop	Self-directed learning	1 hour	Before workshop	
	Line Management Essentials workshop (Part 1)	**Online workshop (ZOOM)**	**6 hours**	**Tuesday 26th November OR Wednesday 11th December 11 (09.30am- 15.30pm)**	
Dec	Work on objectives from Know Yourself workshop	Self-directed learning	2 hours	Before Christmas break	
	Christmas closure – no tasks				

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THE 2GETHER PARTNERSHIP

Month	Event	Format	Duration	Dates / deadline	✔
Jan 2025	Prep for second Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Management Discussion Group (2)	**Online (TEAMS)**	**2 hours**	**Wednesday 22nd January 10am -12noon OR Thursday 23rd February 2-4pm**	
	Prep for Line Management Essentials Part 2	Self-directed learning	1 hour	Before workshop	
	Line Management Essentials workshop (Part 2)	**Online workshop (ZOOM)**	**6 hours**	**Tuesday 28th January 2025 OR Thursday 6th February 2025 (09.30am- 15.30pm)**	
Feb	Take time to reflect on programme & learning to date	Self-directed Learning	1 hour	February	
	February break – no tasks				
Mar	Prep for 3rd Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Management Discussion Group (3)		**2 hours**	**Wednesday 5th March 10am -12noon OR Thursday 6th March 2-4pm**	
	Prepare and record reflections presentation	Self-allocated time	2 hours	Deadline to submit by Friday 21st March	
	Give & receive feedback on presentation (to and from peer mentors & from nominating manager)	Self-directed time	2 hours	Deadline is by Friday 4th April	
April	**Easter Break**				
	Making a Difference event (TBC – central area)	**In person event**	**3 hours**	**29th April or 1st May**	
May	**Self-facilitated Management Discussion Group (4)**		**2 hours**	**Wednesday 14th May 10am -12noon OR Thursday 15th May 2-4pm**	
	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-allocated time	1 hour	By end of May	

Total anticipated time commitment to complete programme: 51 hours

Key Contact details:

- Talent and Development general email queries: TalentAndDevelopment@ed.ac.uk
- Programme Manager: Ruth.Miller@ed.ac.uk
- External facilitators for Line Management Essentials workshops: Pip Haydock pip@the2getherpartnership.com and Tom Costello: tom@the2getherpartnership.com

Programme resource and communications:

You will be provided with access to the programme resources and communications areas once accepted on the programme. The resources are stored on the programme SharePoint site (including handouts, workbooks, pre-and post-workshop activities etc) and a TEAMs site will be created for your cohort to communicate with each other and the programme manager and administrators.

- Edinburgh Manager Resources SharePoint site
- Edinburgh Manager cohort 1 TEAMs site (TBC)