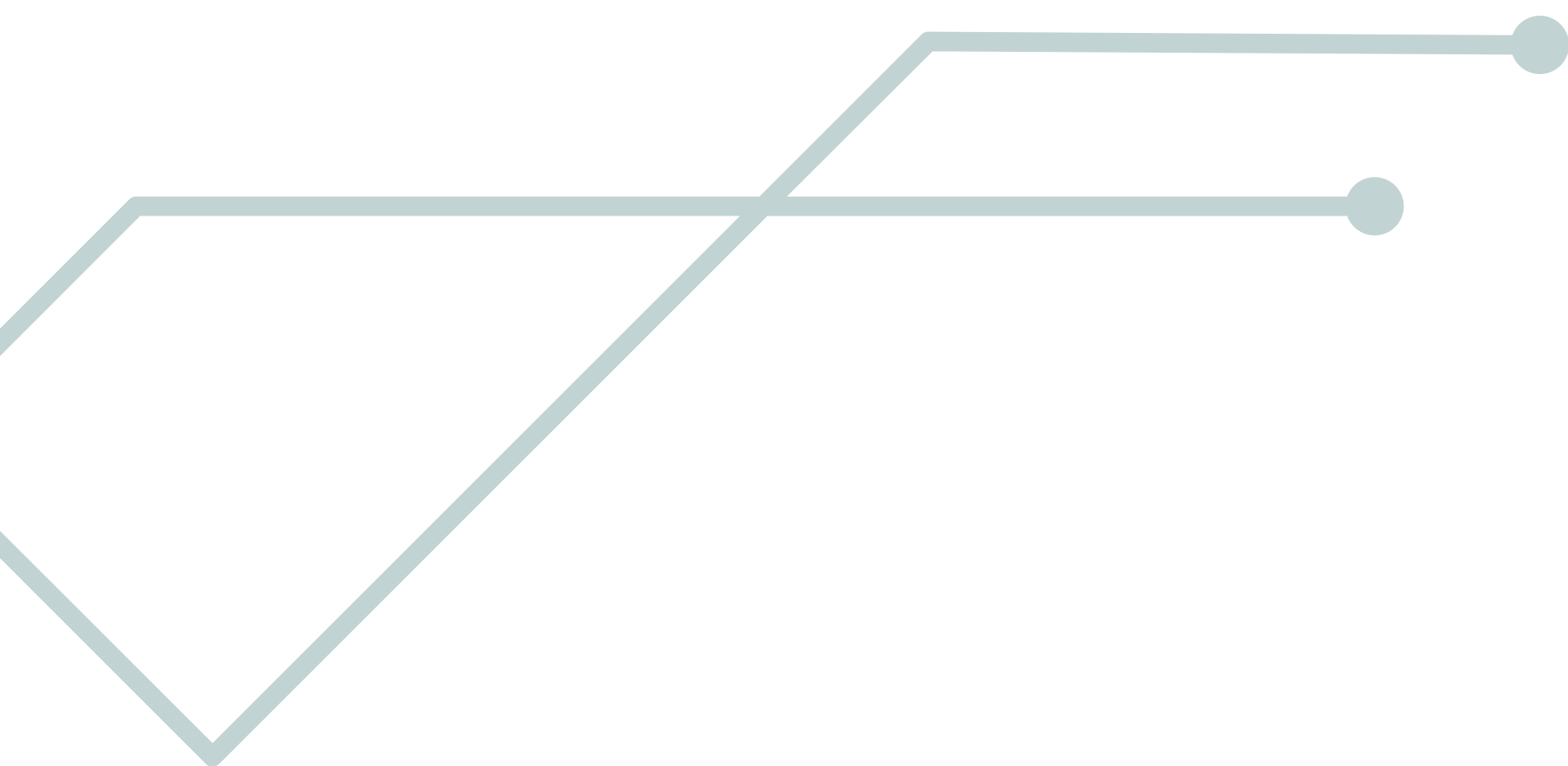




THE UNIVERSITY *of* EDINBURGH  
Talent and Development

# Aspiring Manager

**Nominating Manager  
Guidance**



# Guidance for Nominating Manager Meetings

As a nominating manager, your role is critical in shaping the experience and success of your participant in the Edinburgh University Aspiring Manager Programme. Acting as a mentor and guide, you will support their journey of professional growth, help them align their learning with organisational goals, and encourage them to implement and sustain meaningful management practices.

This programme is designed to equip aspiring managers with the skills, confidence, and behaviours to thrive in future leadership roles. Your input and feedback will not only enhance their development but also ensure they connect their insights to real-world applications that benefit your team and the wider organisation.

## Your Role

- **Set the Foundation:** Discuss the participant's goals, motivations, and expectations at the start of the programme.
- **Align Learning with Practice:** Support the application of programme insights to the participant's role.
- **Provide Feedback:** Offer constructive feedback to guide their development.
- **Encourage Reflection:** Help participants synthesise their learning for their Reflective Video.
- **Champion Growth:** Foster a supportive environment for continuous improvement.

# Guidance for Nominating Manager Meetings

## Key Responsibilities

1. Engage in Two One-to-One Meetings:
  - Meeting 1 (Post-Onboarding): Discuss the participant's goals and align their focus with organisational objectives.
  - Meeting 2 (Post-Workshop 2): Reflect on progress, provide feedback, and support the preparation of the Reflective Video.
2. Review and Provide Feedback on the Reflective Video:
  - Offer constructive, actionable insights to help the participant refine their leadership narrative.
3. Support Their Development Throughout the Programme:
  - Encourage the application of learning in their role.
  - Be available for ad-hoc check-ins if needed.

## Suggested Format for Nominating Manager Meetings

### Meeting 1: Post-Onboarding (January)

**Purpose:** Align the participant's goals with team and organisational objectives.

**Format:** 45–60 minutes, in person or via Zoom.

1. Opening Check-In:
  - Discuss their motivations for joining the programme.
  - Explore their Development Wheel insights.
2. Key Discussion Topics:
  - What are your professional goals for this programme?
  - How can these goals benefit our team/organisation?
  - What areas of growth are most important for your role?
3. Feedback Exchange:
  - Highlight current strengths and areas for development.
  - Share ways you can support them in applying the learning.
4. Wrap-Up:
  - Confirm focus areas for the next few weeks.
  - Schedule the next meeting post-Workshop 2.

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## Meeting 2: Post-Workshop 2

**Purpose:** Reflect on progress, provide feedback, and guide Reflective Video preparation.

**Format:** 45–60 minutes, in person or via Zoom.

### 1. Opening Check-In:

- Reflect on their journey so far.
- Discuss standout moments or challenges.

### 2. Key Discussion Topics:

- What have you implemented from the programme in your role?
- What outcomes or changes have you noticed in your skills or behaviours?
- How do you plan to articulate your leadership growth in your Reflective Video?

### 3. Feedback Exchange:

- Provide actionable feedback on their progress.
- Share insights on how they could further refine their leadership style or focus areas.

### 4. Wrap-Up:

- Confirm Reflective Video deadlines and next steps.
- Highlight opportunities for continuous growth beyond the programme.



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## Best Practices for Nominating Managers

- **Be an Active Listener:** Encourage open dialogue by creating a safe and supportive space for honest reflection.
- **Provide Constructive Feedback:** Focus on specific behaviours and offer actionable suggestions for improvement.
- **Encourage Application:** Help participants identify practical ways to implement learning within your team or organisation.
- **Stay Available:** Be open to ad-hoc check-ins to maintain momentum and address challenges.

## Guiding the Reflective Video

The Reflective Video is a key component of the programme, allowing participants to:

- Articulate their leadership development journey.
- Reflect on the skills and behaviours they've gained.
- Prepare for future leadership roles and interviews.

Your Role:

- Help them identify standout themes, examples, and lessons to include in their video.
- Encourage a focus on alignment with team and organisational goals.
- Provide feedback that builds their confidence and clarity.