



Month	Event	Format	Duration	Dates	✓
Jan	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	
	<b>Programme Launch (Paterson's Land room 1.26)</b>	<b>In person event</b>	<b>3 hours + travel</b>	<b>Tues January 21st 1.30-4.30pm</b>	
	Book preferred dates for Leadership Essentials Modules parts 1-5	Online task	15 minutes	By end of January	
	Complete development wheel self-assessment tool	Self-directed learning	2 hours	Before 'Know yourself' session	
	Time to reflect after programme launch and prepare for Know Yourself workshop	Self-directed learning	1 hour	Before Know Yourself workshop	
Feb	<b>Know Yourself workshop (identify personal development areas)</b>	<b>Online workshop (TEAMS)</b>	<b>2.25 hrs</b>	<b>Wednesday 5th Feb, 1.45-4.00pm</b>	
	Work on personal development areas / meet with peer mentors	Self-directed learning	2 hours	February	
<b>School holidays = 10th to 14th February</b>					
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	<b>LEADERSHIP ESSENTIALS (Part 1) - Emotionally intelligent leadership</b>	<b>Online workshop (ZOOM)</b>	<b>2.5 hrs</b>	<b>Tuesday 18th 2-4.30pm or Wednesday 19th Feb 2-4.30pm</b>	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
	Prep for 1st discussion group	Self-directed learning	30 minutes	Before discussion group	
March	<b>Facilitated Leadership Discussion Group 1</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	<b>Wednesday 5th OR Thursday 6th March</b>	
	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	March 2025	
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	<b>LEADERSHIP ESSENTIALS (Part 2) – Leading others</b>	<b>Online workshop (ZOOM)</b>	<b>2.5 hrs</b>	<b>Wednesday 12th, 2-4.30pm OR Thursday 13th March, 2-4.30pm</b>	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
	Prep for 2nd discussion group	Self-directed learning	30 minutes	Before discussion group	
	<b>Facilitated Leadership Discussion Group 2</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	<b>Wednesday 26th OR Thursday 27th March</b>	



	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
<b>April</b>	<b>LEADERSHIP ESSENTIALS (Part 3) - Leading change</b>	<b>Online workshop (ZOOM)</b>	<b>2.5 hrs</b>	<b>Wednesday 2nd, 9.30-12.00 or Thursday 3rd April, 2-4.30</b>	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
<b>Easter School Holidays = 7<sup>th</sup> to 21<sup>st</sup> April</b>					
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	<b>LEADERSHIP ESSENTIALS (Part 4) - Influencing others</b>	<b>Online workshop (ZOOM)</b>	<b>2.5 hrs</b>	<b>Tuesday 22nd April 2-4.30pm OR Friday 25th April 9.30-12pm</b>	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
	Prep for discussion group 3	Self-directed Learning	30 minutes	Before discussion group	
	<b>Facilitated Leadership Discussion Group 3</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	<b>Wednesday 30th April OR Thursday 1st May</b>	
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	<b>LEADERSHIP ESSENTIALS (Part 5) - Leading strategically</b>	<b>Online workshop (ZOOM)</b>	<b>2.5 hrs</b>	<b>Tuesday 6th May 9.30-12pm OR Wednesday 7th May 2-4.30pm</b>	
	Reflect on programme learning to date	Self-directed learning	1 hour	After workshop	
	Prepare and record reflections presentation	Self-allocated time	2 hours	Deadline to submit by 30th May	
	Prepare for 4th discussion group	Self-directed learning	30 minutes	Before discussion group	
	<b>Self-facilitated Leadership Discussion Group 4</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	<b>Wednesday 4th OR Thursday 5th June</b>	
	Give & receive feedback on presentation (to and from peer mentors & from nominating manager)	Self-allocated time	2 hours	By Friday 13th June 2025	
	<b>Making a Difference (Edinburgh Futures Institute, Room 2.55)</b>	<b>In person event</b>	<b>3 hrs</b>	<b>24th June, 1.30-4.30pm</b>	
	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-directed	1 hour	By end of September 2025	

**Total anticipated time commitment to complete programme:**

**53 hours**

## ZOOM Link for Leadership Essentials workshops:

<https://advance-he.zoom.us/j/97055963994?pwd=eB1U0KLNURJrlwcz5oWFafZVoaWiw.1>

Meeting ID: 970 5596 3994

Passcode: 0%0JLe

## Booking links for Leadership Essentials workshops:

Workshop	Date	Time	Facilitators	Booking links
Part 1 session 1	18-Feb-25	14.00 - 16.30	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76252">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76252</a>
Part 1 session 2	19-Feb-25	14.00 - 16.30	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76253">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76253</a>
Part 2 session 1	12-Mar-25	14.00 - 16.30	Katy & Sarah	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76254">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76254</a>
Part 2 session 2	13-Mar-25	14.00 - 16.30	Katy & Sarah	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76255">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76255</a>
Part 3 session 1	02-Apr-25	9.30 - 12.00	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76256">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76256</a>
Part 3 session 2	03-Apr-25	14.00 - 16.30	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76257">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76257</a>
Part 4 session 1	22-Apr-25	14.00 - 16.30	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76258">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76258</a>
Part 4 session 2	25-Apr-25	9.30 - 12.00	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76259">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76259</a>
Part 5 session 1	06-May-25	9.30 - 12.00	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76260">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76260</a>
Part 5 session 2	07-May-25	14.00 - 16.30	Katy & Mark	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76261">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=76261</a>

## Key Contact details:

- Talent and Development general email queries: [TalentAndDevelopment@ed.ac.uk](mailto:TalentAndDevelopment@ed.ac.uk)
- Programme Manager: [Ruth.Miller@ed.ac.uk](mailto:Ruth.Miller@ed.ac.uk)
- External facilitators for Leadership Essentials workshops: [AdvanceHE](#) – Facilitated by Sarah, Katy and Mark

## Programme resource and communications:

You will be provided with access to the programme resources and communications areas shortly after being 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 Leader Resources SharePoint site](#)
- [Edinburgh Leader cohort 2 community TEAMs site](#)