Edinburgh Manager Programme
Cohort 1 schedule – 2025/2026

THE UNIVERSITY of EDINBURGH — Talent and Development

GatenbySanderson

Month	Event	Format	Duration	Dates / deadline	✔
	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	
	Programme Launch event (location tbc when room bookings available)	**In person event**	**3 hours + travel time**	1st or 2nd week of October	
	Book preferred dates for Management Essentials Modules parts 1, 2, 3 & 4	Online task	15 minutes	By End October	
	Complete development wheel and identify personal development areas	Self-directed Learning	2 hours	Before 'Know yourself' session	
	Know yourself session (identify personal development areas)	**Online workshop (TEAMS)**	**2.25 hrs**	28th October, 13.45-4.00pm	
	Work on personal development areas / meet with peer mentors	Self-directed Learning	2 hours	During November	
	Prep for Management Essentials Module 1	**Self-directed learning**	**30 min**	**Before workshop**	
	Management Essentials Module 1: The Foundations of Management	**Online workshop**	**3 hours**	Weds 5th Nov 09:30 – 12:00 Weds 5th Nov PM 13:30 – 16:00 Thurs 6th Nov AM 09:30 – 12:00	
	Take time to reflect on Module 1 and complete Reflections Log	Self-directed Learning	30 min	After workshop	
	Prep for first Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Management Discussion Group 1	**Online Meeting (TEAMS)**	**2 hours**	19th or 20th November	
	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	December	
	Prep for Management Essentials Module 2	**Self-directed learning**	**30min**	**Before workshop**	
	Management Essentials Module 2: Getting the best from your Team	**Online workshop**	**3 hours**	Tues 2nd Dec 09:30 – 12:00 Tues 2nd Dec 13:30 – 16:00 Weds 3rd Dec 09:30 – 12:00	
	Take time to reflect on Module 2	Self-directed Learning	30 min	After workshop	
	Prep for second Discussion Group	Self-directed learning	30 minutes	Before discussion group	

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	Facilitated Leadership Discussion Group 2	**Online meeting (TEAMS)**	**2 hrs**	10th or 11th December	
	Prep for Management Essentials Module 3	**Self-directed learning**	**30 min**	**Before workshop**	
	Management Essentials Module 3: Manager as a coach	**Online workshop**	**3 hours**	Weds 21st Jan 13:30 – 16:00 Thurs 22nd Jan 09:30 – 12:00 Thurs 22nd Jan 13:30 – 16:00	
	Take time to reflect on Module 3 and complete Reflections Log	Self-directed Learning	30 min	After workshop	
	Prep for 3rd Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Leadership Discussion Group 3	**Online meeting (TEAMS)**	**2 hrs**	4th or 5th February	
	Prep for Management Essentials Module 4	**Self-directed learning**	**30 min**	**Before workshop**	
	Management Essentials Module 4: Managing Yourself	**Online workshop**	**3 hours**	Tues 3rd Mar AM 09:30 – 12:00 Tues 3rd Mar AM 13:30 – 16:00 Thurs 4th Mar 09:30 – 12:00	
	Reflect on programme learning to date	Self-directed Learning	1 hour	After workshop	
	Self-facilitated Management Discussion Group 4		**2 hours**	18th or 19th March	
	Prepare and record reflections video	Self-allocated time	2 hours	Thursday 2nd April	
	Give & receive feedback on reflections video (peer mentors & nominating manager)	Self-directed time	2 hours	Friday 24th April	
	Making a Difference celebration event (location tbc when rooms available)	**In person event**	**3 hours**	w/c 27th April	
	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-allocated time	1 hour	By end of June 2026	
	Total anticipated time commitment to complete programme:		**53 hours**		