



Edinburgh Manager Programme

Cohort 1 schedule – 2025/2026 Academic year

Month	Event	Format	Duration	Dates / deadline	✓
October 2025	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	
	Familiarise yourself with Guidance for managers	Self-directed learning	3 hours	Before programme launch	
	Programme Launch event (Edinburgh Futures Institute, Room 2.35)	In person event	3 hours + travel time	1st October, 13.30-16.30	
	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	
November	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 5 th Nov 09:30 – 12:00 Weds 5 th Nov PM 13:30 – 16:00 Thurs 6 th Nov AM 09:30 – 12:00	
	Take time to reflect on Module 1	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	19 th or 20 th November	
December	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 2 nd Dec 09:30 – 12:00 Tues 2 nd Dec 13:30 – 16:00 Weds 3 rd 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	
	Facilitated Leadership Discussion Group 2	Online meeting (TEAMS)	2 hrs	10 th or 11 th December	
January	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 21 st Jan 13:30 – 16:00 Thurs 22 nd Jan 09:30 – 12:00 Thurs 22 nd Jan 13:30 – 16:00	
	Take time to reflect on Module 3 and complete Reflections Log	Self-directed Learning	30 min	After workshop	
February	Prep for 3rd Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Leadership Discussion Group 3	Online meeting (TEAMS)	2 hrs	4 th or 5 th February	
March	Prep for Management Essentials Module 4	Self-directed learning	30 min	Before workshop	
	Management Essentials Module 4: Managing Yourself	Online workshop	3 hours	Tues 3 rd Mar AM 09:30 – 12:00 Tues 3 rd Mar AM 13:30 – 16:00 Thurs 4 th 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	18 th or 19 th March	
April	Prepare and record reflections video	Self-allocated time	2 hours	Thursday 2 nd April	
	Give & receive feedback on reflections video (peer mentors & nominating manager)	Self-directed time	2 hours	Friday 24 th April	
	Making a Difference celebration event (Edinburgh Futures Institute, Room 2.55)	In person event	3 hours	Tuesday 28 th April, 9.30-12.30	
	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		