



Month	Event	Format	Duration	Dates / deadline	✓
January 2026	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 questionnaire and review your report	Self-directed learning	1.5 hours	Before programme launch	
	Familiarise yourself with <a href="#">Guidance for managers</a>	Self-directed learning	3 hours	Before programme launch	
	Programme Launch (Patersons Land room G 21)	In person event	3 hours + travel	Wednesday 21st January, 1.30pm-4.30pm	
	Book preferred dates for Management Essentials Modules parts 1, 2, 3 & 4	Online task	15 minutes	By End January	
February	Complete development wheel and identify personal development areas	Self-directed Learning	2 hours	Before 'Know yourself' session	
	<b>Know yourself session</b> (identify personal development areas)	<b>Online workshop (TEAMS)</b>	<b>2.25 hrs</b>	Tuesday 3rd Feb, 13.45-4.00pm	
	Work on personal development areas / meet with peer mentors	Self-directed Learning	2 hours	February	
	<b>Prep for Management Essentials Module 1</b>	<b>Self-directed learning</b>	<b>30 min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 1: The Foundations of Management</b>	<b>Online workshop</b>	<b>3 hours</b>	Tues 10 <sup>th</sup> Feb 09:30 – 12:00 Tues 10 <sup>th</sup> Feb PM 13:30 – 16:00 Weds 11 <sup>th</sup> Feb 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	
	<b>Facilitated Management Discussion Group 1</b>	<b>Online Meeting (TEAMS)</b>	<b>2 hours</b>	<b>25<sup>th</sup> or 26<sup>th</sup> February</b>	
March	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	March	
	<b>Prep for Management Essentials Module 2</b>	<b>Self-directed learning</b>	<b>30min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 2: Getting the best from your Team</b>	<b>Online workshop</b>	<b>3 hours</b>	Wed 11 <sup>th</sup> March 09:30 – 12:00 Thurs 12 <sup>th</sup> March 13:30 – 16:00 Thurs 12 <sup>th</sup> March 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	



Month	Event	Format	Duration	Dates / deadline	✓
	Facilitated Leadership Discussion Group 2	Online meeting (TEAMS)	2 hrs	18 <sup>th</sup> / 19 <sup>th</sup> March	
	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	Tues 31 <sup>st</sup> March 09:30 – 12:00 Tues 31 <sup>st</sup> March 13:30 – 16:00 Weds 1 <sup>st</sup> April 09:30 – 12:00	
	Take time to reflect on Module 3	Self-directed Learning	30 min	After workshop	
April	Prep for 3rd Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Leadership Discussion Group 3	Online meeting (TEAMS)	2 hrs	22 <sup>nd</sup> / 23 <sup>rd</sup> April	
May	Prep for Management Essentials Module 4	Self-directed learning	30 min	Before workshop	
	Management Essentials Module 4: Managing Yourself	Online workshop	3 hours	Weds 6 <sup>th</sup> May AM 09:30 – 12:00 Thurs 7 <sup>th</sup> May AM 09:30 – 12:00 Thurs 7 <sup>th</sup> May 13:30 – 16:00	
	Reflect on programme learning to date	Self-directed Learning	1 hour	After workshop	
	Complete reflections, prepare and record reflections video	Self-allocated time	2 hours	Friday 29 <sup>th</sup> May	
June	Self-facilitated Management Discussion Group 4		2 hours	3 <sup>rd</sup> or 4 <sup>th</sup> June	
	Give & receive feedback on reflections video (peer mentors & nominating manager)	Self-directed time	2 hours	by Friday 12 <sup>th</sup> June	
	Making a Difference (Edinburgh Futures Institute room 2.55)	In person event	3 hrs	Tuesday 23 <sup>rd</sup> June, 9.30am-12.30pm	
	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-allocated time	1 hour	By end of September 2026	
	Total anticipated time commitment to complete programme:		53 hours		

## 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 Management Essentials workshops: [GatenbySanderson](mailto:GatenbySanderson) – Richard

## Programme resource and communications:

You will be provided with access to the programme resources and communications shortly after being accepted onto 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 TEAMS site](#)

## Online workshop booking links

We will send you TEAMS invites for the Know Yourself workshop and your discussion group facilitator will send you the TEAMS links for your discussion groups.

Three dates are available for each Line Management Essentials workshops which can be booked from the links below:

Module	Date	Time	Booking Link
<b>Module 1</b> <b>The Foundations of Management</b>	Tuesday 10 Feb 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82102">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82102</a>
	Tuesday 10 Feb 26	13:30 – 16.00	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82104">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82104</a>
	Wednesday 11 Feb 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82103">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82103</a>
<b>Module 2</b> <b>Managing Others</b>	Wednesday 11 Mar 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82105">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82105</a>
	Thursday 12 Mar 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82106">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82106</a>
	Thursday 12 Mar 26	13:30 – 16.00	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82107">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82107</a>
<b>Module 3</b> <b>Manager as a coach</b>	Tuesday 31 Mar 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82108">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82108</a>
	Tuesday 31 Mar 26	13:30 – 16.00	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82110">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82110</a>
	Wednesday 01 Apr 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82109">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82109</a>
<b>Module 4</b> <b>Managing Yourself</b>	Wednesday 06 May 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82111">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82111</a>
	Thursday 07 May 26	09:30 - 12	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82112">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82112</a>
	Thursday 07 May 26	13:30 – 16.00	<a href="https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82113">https://www.events.ed.ac.uk/index.cfm?event=book&amp;scheduleID=82113</a>

We have limited places on each workshop date so encourage you to book as soon as possible. However, you can cancel your place and re-book a different date on the event booking system if there are still places available. If you are unable to attend your booked date at late notice and need to re-book, please email [TalentAndDevelopment@ed.ac.uk](mailto:TalentAndDevelopment@ed.ac.uk) to let us know and we will book you on an alternative date if one is available.