



Edinburgh Manager Programme

Cohort 2 schedule – 2026

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 Guidance for managers	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	
	Know yourself session (identify personal development areas)	Online workshop (TEAMS)	2.25 hrs	Tuesday 3rd Feb, 13.45-4.00pm	
	Work on personal development areas / meet with peer mentors	Self-directed Learning	2 hours	February	
	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	Tues 10 th Feb 09:30 – 12:00 Tues 10 th Feb PM 13:30 – 16:00 Weds 11 th 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	
	Facilitated Management Discussion Group 1	Online Meeting (TEAMS)	2 hours	25 th or 26 th February	
March	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	March	
	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	Wed 11 th March 09:30 – 12:00 Thurs 12 th March 13:30 – 16:00 Thurs 12 th 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	



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	Facilitated Leadership Discussion Group 2	Online meeting (TEAMS)	2 hrs	18 th / 19 th 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 st March 09:30 – 12:00 Tues 31 st March 13:30 – 16:00 Weds 1 st 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 nd / 23 rd 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 th May AM 09:30 – 12:00 Thurs 7 th May AM 09:30 – 12:00 Thurs 7 th 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 th May	
June	Self-facilitated Management Discussion Group 4		2 hours	3 rd or 4 th June	
	Give & receive feedback on reflections video (peer mentors & nominating manager)	Self-directed time	2 hours	by Friday 12 th June	
	Making a Difference (Edinburgh Futures Institute room 2.55)	In person event	3 hrs	Tuesday 23 rd 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, Programme Manager: Ruth.Miller@ed.ac.uk
- External facilitators for Management Essentials workshops: [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
Module 1 The Foundations of Management	Tuesday 10 Feb 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82102
	Tuesday 10 Feb 26	13:30 – 16.00	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82104
	Wednesday 11 Feb 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82103
Module 2 Managing Others	Wednesday 11 Mar 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82105
	Thursday 12 Mar 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82106
	Thursday 12 Mar 26	13:30 – 16.00	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82107
Module 3 Manager as a coach	Tuesday 31 Mar 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82108
	Tuesday 31 Mar 26	13:30 – 16.00	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82110
	Wednesday 01 Apr 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82109
Module 4 Managing Yourself	Wednesday 06 May 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82111
	Thursday 07 May 26	09:30 - 12	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82112
	Thursday 07 May 26	13:30 – 16.00	https://www.events.ed.ac.uk/index.cfm?event=book&scheduleID=82113

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 to let us know and we will book you on an alternative date if one is available.