



Month	Event	Format	Duration	Dates	✓
	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	
	Programme Launch – Welcome event (LOCATION TBC)	In person event	3 hours + travel	6th, 7th or 8th October	
Mid-term break					
	Book preferred dates for Leadership Essentials Modules parts 1-5	Online task	15 minutes	By End October	
	Complete development wheel self-assessment tool	Self-directed learning	2 hours	Before 'Know yourself' session	
	Know Yourself workshop (using coaching to create a personal development plan)	Online workshop (TEAMS)	2.25 hrs	Tues 27th Oct, 1.45-4.00pm	
	Work on personal development areas / meet with peer mentors	Self-directed learning	2 hours	During November	
	Prepare for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 1) - Emotionally intelligent leadership	Online workshop (ZOOM)	2.5 hrs	3rd Nov 2-4.30pm, OR 4th Nov 9.30-12pm	
	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	
	Facilitated Leadership Discussion Group 1	Online meeting (TEAMS)	2 hrs	18th or 19th November	
	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	
	LEADERSHIP ESSENTIALS (Part 2) – Leading others	Online workshop (ZOOM)	2.5 hrs	1st Dec 9.30-12 OR 2nd Dec 2-4.30pm	
	Take time to reflect on workshop 2	Self-directed learning	30 minutes	After workshop	
	Prep for 2nd discussion group	Self-directed learning	30 minutes	Before discussion group	
	Facilitated Leadership Discussion Group 2	Online meeting (TEAMS)	2 hrs	9th or 10th December	
Christmas break					
	Optional eLearning: Introduction to Change Management – understand common language and models used, including ADKAR	https://edin.ac/493ARhd	45 minutes	By end of programme	



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	Optional eLearning: Introduction to Leading Change – focusses on the role of the Line Manager during change and introduces the CLARC model	https://edin.ac/4cNXzef	45 minutes	By end of programme	
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 3) - Leading through uncertainty	Online workshop (ZOOM)	2.5 hrs	19th Jan AM, 20th Jan PM	
	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	
	Facilitated Leadership Discussion Group 3	Online meeting (TEAMS)	2 hrs	3rd or 4th February	
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 4) - Influencing others	Online workshop (ZOOM)	2.5 hrs	23rd Feb 9.30-12 OR 24th Feb 2-4.30pm	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
February break					
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 5) - Leading strategically	Online workshop (ZOOM)	2.5 hrs	9th March 9.30-12 OR 10th March 2-4.30pm	
	Reflect on programme learning to date	Self-directed learning	1 hour	After workshop	
	Prepare for 4th discussion group	Self-directed learning	30 minutes	Before discussion group	
	Self-facilitated Leadership Discussion Group 4	Online meeting (TEAMS)	2 hrs	17th or 18th March	
	Prepare and record reflections presentation	Self-allocated time	2 hours	Friday 2nd April	
Easter break					
	Give & receive feedback on presentation (to and from peer mentors & from nominating manager)	Self-allocated time	2 hours	Friday 16 th April	
	Making a Difference (location TBC)	In person event	3 hrs	27th, 28th or 29th April (TBC)	
	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:

54 hours