

## What is Management Essentials?

Management Essentials is the Trust's Management Development Programme, which aims to provide all line managers with the resources, development, confidence and support to effectively fulfil their role.

### Getting involved will be good for:

- **Career advancement**
- **Personal development**
- **Job performance**

### What courses are available under Management Essentials?

The Management Essentials programme comprises of 12 modules and should be self-selected by the manager based on their individual training needs. You do not need to attend all of them and you do not need to attend them in a particular order.

Below is a short introduction to each module:

**Being an Effective Manager:** identify key behaviours of an effective manager and the impact effective management has on the care we deliver to our users

**Managing Respectful Teams:** define what bullying and harassment are and to explore how to create and maintain a culture of respect.

**The Role of Leadership in Staff Retention:** enables managers to understand how they can positively impact on staff retention and workplace happiness

**People Management Skills:** supports managers in developing and applying the practical skills required to lead difficult conversations and deliver feedback

**Recruitment Training:** Provides guidance of the end-to-end process from how to write a job description, people specifications and adverts, shortlisting applicants, interview preparation, conducting the interview, outcome, feedback, making the offer, the offer process to onboarding

**Transactional Human Resources: HR systems (ESR & HealthRoster):** This session will cover the fundamentals of Employee Staff Record (ESR), HealthRoster and Employee Online and introduce Allocate ME. The focus will be on how you, as managers influence changes which impact on your staff. This will be a succinct overview of what and how this is completed and introduces further supporting materials to empower you within your roles.



**Attendance Management:** Enables delegates to understand the principles of proactively managing sickness absence and the process for managing long-term sickness absence. This will include writing an Occupational Health referral, holding effective case conference meetings, making reasonable adjustments, and the process for managing employees when they become at risk on the grounds of ill health

**Managing Capability:** Supports Managers to understand the capability process, the Management of short-term frequent sickness absence, the management of performance concerns and writing SMART objectives

**Managing Conduct:** Supports managers to understand roles and responsibilities and to effectively manage conduct informally or to identify how to manage serious allegations through the formal procedure. To enable delegates to determine whether restrictions on practice or suspension may be appropriate

**Managing a Grievance/raising a concern:** To enable delegates to identify the correct procedure for managing concerns raised by your team and to identify behaviour that would constitute bullying and harassment

**Finance:** Supports managers to build a greater understanding of how budgets work, what budgets are and how they are prepared and managed. The module will identify and outline the three sources of funding available to managers and the criteria required for each funding stream. Managers will be introduced to the cost improvement programmes (CIPs). The session will examine the governance for financial management, including procurement and counter fraud

**Improving our Safety Culture through Mandatory Training Compliance:** The aim of this module is to engage with you to understand what our organisation needs from you to help create a positive culture around statutory and mandatory training. Objectives include: Articulate its value and importance in creating a positive, safe and healthy workplace culture that delivers high quality care. Explore the Managers role and responsibilities in creating a positive learning and safety culture. Identify local challenges and barriers. In partnership with you identify opportunities to improve provision and compliance.

**Book a place via ESR**

Any queries, please contact: [iownt.Leadership@nhs.net](mailto:iownt.Leadership@nhs.net)

**great people great place**



Available Dates:

Role of Leadership in Staff Retention	Thursday 18th Nov 2021	13.00 - 15.00
Managing respectful teams	Tuesday 23rd Nov 2021	11.00 - 13.00
Recruitment Process	Tuesday 30th Nov 2021	14.00 -15.00
Transactional Human Resources	Friday 10th Dec 2021	10.00 - 11.00
Attendance Management	Tuesday 14th Dec 2021	10.00 - 13.00
Managing Capability	Monday 20th Dec 2021	09.30 - 12.30
Managing Conduct	Thursday 6th Jan 2022	09.30 - 12.30
Managing a grievance/raising a concern	Thursday 13th Jan 2022	10.00 - 13.00
Finance Management	Thursday 20th Jan 2022	10.00 - 12.00
Improving our Safety Culture through Mandatory Training Compliance	Thursday 27th Jan 2022	13.00 - 14.00

Being an effective manager	Tuesday 1st Feb 2022	11.00 - 13.00
People Management Skills	Tuesday 8th Feb 2022	13.00 - 15.00
Role of Leadership in Staff Retention	Thursday 17 Feb 2022	11.00 - 13.00
Managing respectful teams	Tuesday 22nd Feb 2022	13.00 - 15.00
Recruitment Process	Tuesday 8th March 2022	14.00 - 15.00
Transactional Human Resources	Tuesday 15th March 2022	10.00 - 11.00
Attendance Management	Tuesday 22nd March 2022	10.00 - 13.00
Managing Capability	Tuesday 29th March 2022	09.30 - 12.30
Managing Conduct	Thursday 7th April 2022	10.00 - 13.00
Managing a grievance/raising a concern	Tuesday 12th April 2022	09.30 - 12.30
Finance Management	Thursday 21st April 2022	10.00 - 12.00
Improving our Safety Culture through Mandatory Training Compliance	Tuesday 26th April 2022	13.00 - 14.00

Being an effective manager	Tuesday 3rd May 2022	11.00 - 13.00
People Management Skills	Thursday 12th May 2022	13.00 - 15.00
Role of Leadership in Staff Retention	Tuesday 17th May 2022	13.00 - 15.00
Managing respectful teams	Thursday 26th May 2022	11.00 - 13.00
Recruitment Process	Tuesday 31st May 2022	10.00 - 11.30
Transactional Human Resources	TBC	
Attendance Management	Tuesday 14th June 2022	09.30 - 12.30



Managing Capability	Wednesday 22nd June 2022	10.00 - 13.00
Managing Conduct	Wednesday 29th June 2022	09.30 - 12.30
Managing a grievance/raising a concern	Thursday 7th July 2022	10.00 - 13.00
Finance Management	TBC	
Improving our Safety Culture through Mandatory Training Compliance	Friday 22nd July 2022	13.00 - 14.00