

Spring Derbyshire Manager Programme 2017

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The Derbyshire Manager is a “Pick and Mix” selection of activities that focus on personal skills. These are complemented by e-learning and other procedural briefings. The combination means that you become confident in both the “what” and the “how” of being a manager in Derbyshire County Council.

Activities:

- Energisers – short, fast paced sessions, providing thinking space away from the job to re-focus and re-energise.
- Workshops – half day sessions that provide a bit more time to develop new approaches in areas of management you find challenging.
- E-learning – many of our sessions complement the e-learning on offer through our online Learning Platform – see our section earlier in this programme.

Levels: Most activities are offered at three levels;

- First Line Managers – those directly managing front line and back office staff.
- Middle Managers – those who manage first line managers, or have a project/partnership management role.
- Senior Managers – Members of the Leadership Job Family, i.e. grade 15 (or equivalent) or above.

All training is provided through our delivery partner – Premier Partnership and is centrally funded, however a charge may be made for non – attendance, late cancellation. In order to apply for a place on any of these events, please follow your departmental training application process.

Energisers

Extraordinary You

It starts with you! The purpose of this 2 hour session is to take the time to look a little closer at our own routines and behaviours and consider how well we connect with people in our teams.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Monday 6 March 2017	10.00am-12.00pm	L&D Room 1, Parkwood Centre, Alfreton	95173
First Line Managers	Friday 31 March 2017	10.00am-12.00pm	Room 166a, County Hall, Matlock	95172
First Line Managers	Tuesday 9 May 2017	10.00am-12.00pm	Buxton Library	95174
Middle Managers	Monday 6 March 2017	13.00pm-15.00pm	L&D Room 1, Parkwood Centre, Alfreton	95219

Make Your Mark

Stand back – take a look. The purpose of this 2 hour session is to step back and consider how your team is seen by others. Is the value they add obvious, not just to you, but also your colleagues, partners, senior managers?

Level	Day & Date	Time	Venue	Locator number
First Line Managers	TBC			
First Line Managers				
Middle Managers	TBC			
Middle Managers				

Conversations that matter

Wait a minute! The purpose of this 2 hour session is to help you create and use that space between listening and responding. When everyone is different, knowing how to flex your communication style can help you achieve better outcomes from any conversation, particularly those that matter.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Friday 10 March 2017	10.00am-12.00pm	L&D Room 1, Parkwood Centre, Alfreton	95177
First Line Managers	Friday 31 March 2017	13.00pm-15.00pm	Room 166a, County Hall, Matlock	95176
First Line Managers	Tuesday 9 May 2017	13.00pm-15.00pm	Buxton Library	95175
Middle Managers	Friday 10 March 2017	13.00-15.00pm	L&D Room 1, Parkwood Centre, Alfreton	95220

Workshops:

Coaching Skills (Part 1 and 2 workshop)

Is it quicker to do it yourself than show someone else how to do it? Should you tackle low performance levels but don't know where to start?

These two short workshops provide an opportunity to develop the trust and confidence of your team members. Used as a day to day management technique you will raise productivity and morale within your team who will take greater personal ownership of their work.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Wednesday 26 April 2017 and Wednesday 24 May 2017	9.30am-12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95191 and 95206
First Line Managers	Thursday 27 April 2017 and Thursday 25 May 2017	9.30am-12.30pm	Committee room 1/Room 366a, County Hall, Matlock	95192 and 95205
First Line Managers	Tuesday 2 May 2017 and Tuesday 23 May 2017	9.30am – 12.30pm	Buxton Library	95193 and 95204
Middle Managers	Wednesday 26 April 2017 and Wednesday 24 May 2017	13.30pm – 16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95221 and 95222

Making meetings more productive

We spend a lot of time in meetings, how much of that is productive time? Chairing meetings can be difficult, frustrating and at times, scary!

This workshop provides the opportunity to develop an approach to running meetings using positive behaviour to help your effectively chair, manage and engage attendees. Come and along and discuss your challenges.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Tuesday 14 March 2017	9.30am -12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95209
First Line Managers	Thursday 18 May 2017	13.30pm-16.30pm	Buxton Library	95207
First Line Managers	Thursday 25 May 2017	13.30pm-16.30pm	Room 366a, County Hall, County Hall, Matlock	95208
Middle Managers	Tuesday 14 March 2017	13.30pm-16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95223

Money Matters

Money matters is designed to give you greater confidence to manage budgets and to spark ideas for further savings. It helps you to engage the whole team in thinking about how we can create greater value in the delivery of services.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Thursday 6 April 2017	9.30am -12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95182
First Line Managers	Monday 24 April 2017	9.30am-12.30pm	Committee Room 1, County Hall, Matlock	95179
First Line Managers	Monday 24 April 2017	13.30pm -16.30pm	Committee Room 1, County Hall, Matlock	95181
Middle Managers	Thursday 6 April 2017	13.30pm-16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95190

From Intention to Action

How can you support your team so that they leave work feeling satisfied that they have delivered a good level and standard of service? What stops you from tackling low performance levels and unproductive behaviours?

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Wednesday 15 March 2017	9.30am -12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95218
First Line Managers	Wednesday 5 April 2017	9.30am-12.30pm	Room 366a, County Hall, Matlock	95217
First Line Managers	Thursday 18 May 2017	9.30am -12.30pm	Buxton Library	95216
Middle Managers	Wednesday 15 March 2017	13.30pm-16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95226
Senior Managers				

Keep Talking

We know that communication during periods of major change is vital. We also know it's not as straight forward as it sounds. How prepared you are will affect your ability and confidence in communicating. Reaction to the change will affect how your messages are heard.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Tuesday 21 March 2017	9.30am -12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95215
First Line Managers	Thursday 27 April 2017	13.30pm-16.30pm	Committee room 1, County Hall, Matlock	95214
First Line Managers	Tuesday 23 May 2017	13.30pm -16.30pm	Buxton Library	95213
Middle Managers	Tuesday 21 March 2017	13.30pm-16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95225
Senior Managers				

Navigator or Passenger?

As team manager it is important that you are able to keep an eye on what's coming. You need to assess how changes might impact on your service and navigate the team to make the most of any opportunities and minimise the impact of potential difficulties.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Tuesday 28 March 2017	9.30am -12.30pm	L&D Room 1, Parkwood Centre, Alfreton	95212
First Line Managers	Wednesday 5 April 2017	13.30am-16.30pm	Room 366a, County Hall, County Hall, Matlock	95211
First Line Managers	Tuesday 2 May 2017	13.30pm -16.30pm	Buxton Library	95210
Middle Managers	Tuesday 28 March 2017	13.30pm-16.30pm	L&D Room 1, Parkwood Centre, Alfreton	95224
Senior Managers				

Political Awareness

Effective working with Councillors is key to the success of the Council. Managers need to understand the political environment and react appropriately and professionally. This workshop provides techniques to operate confidently in this environment.

Level	Day & Date	Time	Venue	Locator number
First Line Managers	Friday 10 March 2017	9.30am -13.00pm	Room 166a, County Hall, Matlock	95230
Middle Managers	Friday 10 March 2017	13.30pm -17.00pm	Room 166a County Hall, Matlock	95227
Senior Managers	Friday 17 March 2017	9.30am – 13.00pm	Room 166a, County Hall, Matlock	95229
Middle Managers	Friday 17 March 2017	13.30pm – 17.00pm	Room 166a, County Hall, Matlock	95228