

Management Development Programmes at the University of Greenwich



Management Development Programmes

Introduction

This leaflet gives details of the structured management development programmes that are available for both academic and support staff. These are one way in which the university equips its staff with the skills and knowledge for the many challenges they will face in their working lives.

These programmes will provide participants at middle management level with the practical skills necessary for the management of staff and resources in higher education. As well as formal sessions, the programmes will provide participants with the opportunity to broaden their knowledge and experience through internal and external networking.

The programmes will draw on the university's facilities and the expertise of its training staff, as well as the sector-wide experience of the Leadership Foundation, which provides support on leadership, governance and management to the UK's universities and higher education colleges.

Who are the programmes for?

Academic and administrative staff will each have their own programmes: the Academic Leadership Development Programme (ALDP) and the Administrative Staff Development Programme (ASDP) respectively. These will be aimed at staff immediately below Head of School/Office level. They will also be open, via an application and selection process, to staff at lower levels in the organisation who are judged to have the potential to reach more senior management positions.

How are the programmes structured?

The programmes will consist of an appropriate session run by the Leadership Foundation, together with eight in-house core sessions and four optional sessions. Where appropriate, recognition will be given to participants with up-to-date knowledge who are able to demonstrate the practical application of that knowledge. Participants will be able to propose sessions, suited to their own personal development needs, that they wish to include as optional sessions.

Please see the separate detail on the structure of the programmes.

What do the programmes cover?

The programmes will address university policy and procedure in staff and resource management while introducing the key knowledge and skills, such as leadership and communication, that are required of effective managers.

A wider perspective will be provided by the appropriate Leadership Foundation session, geared to either academic or administrative staff.

How long does a programme take?

Leadership Foundation sessions will take up to six days, split into three-day modules; in-house core sessions will take up to one day.

As participants will need time between sessions to apply and consolidate their learning the programme will take between 18 months to two years to complete.

Is it for me?

Staff already in middle management positions will be encouraged to participate in the appropriate programme.

Staff appointed or promoted to a middle management position or a post designated under the Graduate Administrative Entry Scheme may, in some instances, be expected to participate in the appropriate programme.

An application and selection process will operate for staff at lower levels in the university who are judged to have the potential to reach a middle management position.

All decisions to participate in the programme should be taken in consultation with line management, perhaps as part of the discussion of development needs during the appraisal process, in order that the development activity can be properly supported and evaluated.

What does it cost?

With the exception of additional Leadership Foundation sessions there will be no cost to participants.

How do I enrol?

Once you have discussed and agreed your development needs with your line manager, contact Kevin Behn or Anna Phillips for an application form.

On enrolment, participants will be invited to an induction session to explain the detail of the programme, the arrangements for enrolling on individual sessions and the process for development planning and evaluation. Participants will be offered the opportunity to be allocated a mentor.

Programmes

Leadership Foundation sessions

ASDP

- Management Development for HE Administrators

ALDP

- Head of Department Programme

Participants on ASDP may additionally attend the Head of Department Programme. Participants on either programme may additionally attend Preparing for Senior Strategic Leadership. Costs for these additional sessions may need to be met by the School or Office.

For details of content see www.lfhe.ac.uk.

Core sessions

- Recruitment and Selection
- Appraisal
- Staff Management – A University Perspective
- Resource Management – A University Perspective
- Equality/Diversity
- Leadership – Principles and Practice
- Effective Management Communications
- Managing Meetings

Optional sessions

Optional sessions will be based on each participant's development needs. Examples may include the following:

- Time Management
- Finance for Non-Financial Managers
- Team Building
- Project Management



For an application form,
please contact:

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