



Month	Event	Format	Duration	Dates	✓
October	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 (location tbc when room bookings confirmed)	In person event	3 hours + travel	tbc (1st or 2nd week of October)	
	Book preferred dates for Leadership Essentials Modules parts 1-5	Online task	15 minutes	By end of October	
	Complete development wheel self-assessment tool	Self-directed learning	2 hours	Before 'Know yourself' session	
	Time to reflect after programme launch and prepare for Know Yourself workshop	Self-directed learning	1 hour	Before Know Yourself workshop	
	Know Yourself workshop (identify personal development areas)	Online workshop (TEAMS)	2.25 hrs	30th October 1.45-4.00pm	
November	Work on personal development areas / meet with peer mentors	Self-directed learning	2 hours	During November	
	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 1) - Emotionally intelligent leadership	Online workshop (ZOOM)	2.5 hrs	4th November - 9.30-12 or 6th November - 2-4pm	
	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	19th or 20th November	
December	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	December 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	2nd December - 9.30-12 or 3rd December - 2-4pm	
	Take time to reflect on workshop	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	10th or 11th December	



January	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 3) - Leading change	Online workshop (ZOOM)	2.5 hrs	20th January - 9.30-12 or 21st January - 2-4pm	
	Take time to reflect on workshop	Self-directed learning	30 minutes	After workshop	
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	10th February - 9.30-12 or 11th February - 2-4pm	
	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	4th or 5th February	
March	Prep for leadership essentials workshop	Self-directed learning	30 minutes	Before workshop	
	LEADERSHIP ESSENTIALS (Part 5) - Leading strategically	Online workshop (ZOOM)	2.5 hrs	3rd March - 9.30-12 or 4th March - 2-4pm	
	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	19th or 20th March	
April	Prepare and record reflections presentation	Self-allocated time	2 hours	Deadline to submit by 2 nd April	
	Give & receive feedback on presentation (to and from peer mentors & from nominating manager)	Self-allocated time	2 hours	By Friday 24 th April 2026	
	Making a Difference (location tbc when room bookings confirmed)	In person event	3 hrs	Tbc - W/C 27th April	
June	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-directed	1 hour	By end of June 2025	

Total anticipated time commitment to complete programme:

53 hours