



# Edinburgh Manager Programme

## Cohort 1 schedule – 2025/2026 Academic year



Month	Event	Format	Duration	Dates / deadline	✓
October 2025	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	
	Complete “Being a Line Manager” document tasks	Self-directed learning	3 hours	Before programme launch	
	<b>Programme Launch event</b> (location tbc when room bookings available)	<b>In person event</b>	<b>3 hours + travel time</b>	1st or 2nd week of October	
	Book preferred dates for Management Essentials Modules parts 1, 2, 3 & 4	Online task	15 minutes	By End October	
	Complete development wheel and identify personal development areas	Self-directed Learning	2 hours	Before ‘Know yourself’ session	
	<b>Know yourself session</b> (identify personal development areas)	<b>Online workshop (TEAMS)</b>	<b>2.25 hrs</b>	28th October, 13.45-4.00pm	
November	Work on personal development areas / meet with peer mentors	Self-directed Learning	2 hours	During November	
	<b>Prep for Management Essentials Module 1</b>	<b>Self-directed learning</b>	<b>30 min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 1: The Foundations of Management</b>	<b>Online workshop</b>	<b>3 hours</b>	Weds 5 <sup>th</sup> Nov 09:30 – 12:00 Weds 5 <sup>th</sup> Nov PM 13:30 – 16:00 Thurs 6 <sup>th</sup> Nov AM 09:30 – 12:00	
	Take time to reflect on Module 1	Self-directed Learning	30 min	After workshop	
	Prep for first Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	<b>Facilitated Management Discussion Group 1</b>	<b>Online Meeting (TEAMS)</b>	<b>2 hours</b>	19 <sup>th</sup> or 20 <sup>th</sup> November	
December	Work on personal learning objectives & meet with peer mentors	Self-directed learning	2 hours	December	
	<b>Prep for Management Essentials Module 2</b>	<b>Self-directed learning</b>	<b>30min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 2: Getting the best from your Team</b>	<b>Online workshop</b>	<b>3 hours</b>	Tues 2 <sup>nd</sup> Dec 09:30 – 12:00 Tues 2 <sup>nd</sup> Dec 13:30 – 16:00 Weds 3 <sup>rd</sup> Dec 09:30 – 12:00	

	Take time to reflect on Module 2	Self-directed Learning	30 min	After workshop	
	Prep for second Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	<b>Facilitated Leadership Discussion Group 2</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	10 <sup>th</sup> or 11 <sup>th</sup> December	
January	<b>Prep for Management Essentials Module 3</b>	<b>Self-directed learning</b>	<b>30 min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 3: Manager as a coach</b>	<b>Online workshop</b>	<b>3 hours</b>	Weds 21 <sup>st</sup> Jan 13:30 – 16:00 Thurs 22 <sup>nd</sup> Jan 09:30 – 12:00 Thurs 22 <sup>nd</sup> Jan 13:30 – 16:00	
	Take time to reflect on Module 3 and complete Reflections Log	Self-directed Learning	30 min	After workshop	
February	Prep for 3rd Discussion Group	Self-directed learning	30 minutes	Before discussion group	
	<b>Facilitated Leadership Discussion Group 3</b>	<b>Online meeting (TEAMS)</b>	<b>2 hrs</b>	4 <sup>th</sup> or 5 <sup>th</sup> February	
March	<b>Prep for Management Essentials Module 4</b>	<b>Self-directed learning</b>	<b>30 min</b>	<b>Before workshop</b>	
	<b>Management Essentials Module 4: Managing Yourself</b>	<b>Online workshop</b>	<b>3 hours</b>	Tues 3 <sup>rd</sup> Mar AM 09:30 – 12:00 Tues 3 <sup>rd</sup> Mar AM 13:30 – 16:00 Thurs 4 <sup>th</sup> Mar 09:30 – 12:00	
	Reflect on programme learning to date	Self-directed Learning	1 hour	After workshop	
	<b>Self-facilitated Management Discussion Group 4</b>		<b>2 hours</b>	18 <sup>th</sup> or 19 <sup>th</sup> March	
April	Prepare and record reflections video	Self-allocated time	2 hours	Thursday 2 <sup>nd</sup> April	
	Give & receive feedback on reflections video (peer mentors & nominating manager)	Self-directed time	2 hours	Friday 24 <sup>th</sup> April	
	<b>Making a Difference celebration event</b> (location tbc when rooms available)	<b>In person event</b>	<b>3 hours</b>	w/c 27 <sup>th</sup> April	
	Development review discussion with nominating manager to discuss objectives and actions going forward	Self-allocated time	1 hour	By end of June 2026	
	<b>Total anticipated time commitment to complete programme:</b>		<b>53 hours</b>		