



Network for  
Practices Ltd

[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

## Consultant Information

**Nicola Ford** has spent almost 20 years working across a range of industries and sectors, gaining valuable experience from creating contracts and policies through to TUPE and management of complex cases. Nicola is now an independent HR consultant and strives to deliver high levels of customer service with a personal touch.

Alongside her HR experience, Nicola also enjoys delivering training that covers all areas of managing people. This includes how to recruit and onboard; making appraisals effective and purposeful; managing capability and conduct; leadership skills and how to drive employee engagement. She prides herself on delivering practical and informative courses.

## Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

## Managing for the First Time (2 day)

**Date:** 22nd & 23rd May 2024  
**Times:** 0930-1630  
**Venue:** Zoom Online Platform

**Places available:** 12

**Fee/s:**

<b>NfP Members</b>	<b>£190</b>
<b>Non Members</b>	<b>£280</b>

**This workshop is suitable for: Managers, Team Leads and staff in a supervisory role, clinical and non-clinical.**

**This two-day workshop is aimed at anyone who has recently taken up their first management position. It provides a blend of theory and practice, explores the transition into a management role, addresses the shift in relationships for people who have been promoted from within their own teams and creates an opportunity to share experiences, ideas and approaches with others in a similar position. A variety of training methods are used. These include direct input from the trainer, structured activities in large and small groups and purposeful discussion.**

### AIM

This course aims to provide new managers with a comprehensive introduction to management, developing and building skills and increasing the confidence of participants.

### OUTCOMES

By the end of the two days participants will have:

- Increased their understanding of the transition into management
- Increased their understanding of their role and responsibilities as a manager
- Increased their self-awareness
- Explored different styles of management and be aware of their own approach
- Understood the importance of performance management and their role in it
- Identified the management skills needed to carry out their role effectively and had the opportunity to practice some of these skills
- Appraised their existing management skills and have a plan for their ongoing development
- Consider ways that the learning can be applied back at work