Development for New Line Managers

# HR Essentials

All new managers should attend this 90-minute session to provide you with essential information related to your people responsibilities. It’s recommended that you attend as soon as possible after appointment into a line manager role.

This online session will:

- show you where to find information and policies on the HR website

- explain the information available from Manager Self Service

- highlight who does what within the HR team

Dates are available at regular intervals during 2022. Please book your place via [UoRLearn](https://uorlearn.sabacloud.com/Saba/Web_spf/EU2PRD0149/app/dashboard)

# New Line Manager Induction

This programme is designed for colleagues who are new to management, who have direct responsibility for at least one member of staff. It is relevant whether you’ve been promoted internally or have joined from another organisation and ideally you would attend between three and six months after appointment.

The programme will enable you to explore your management style and work through scenarios that you may encounter as a manager. It’s also an excellent opportunity to network with other newly-promoted managers across the University and meet colleagues from Professional Services who can provide further support and advice when needed.

A delegate on the pilot version commented: “*Thanks again for a really useful set of training - it's been wonderful to meet so many colleagues through this time and to gain a sense of the core themes to underpin my role as a manager here*”.

**Programme Aims**

By the end of this programme, you will be able to:

* Understand your people and financial responsibilities
* Know the expectations of managers in the UoR context
* Be familiar with key UoR policies and procedures
* Know where, how and when to access further information and support when needed
* Practice techniques to maximise performance within your team
* Access further development opportunities for you and your team

**Programme Delivery**

This cohort will be delivered in person, if circumstances permit, in June 2022

**Cohort Dates**

You must be able to attend both dates in full at the Whiteknights Campus.

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| **Session** | **Date** | **Time** |
| Day 1  The Role of a Manager at UoR  Responsibilities of a Manager (Safety and Financial) | 14.06.2022 | 9.30 – 4.30 |
| Day 2  Responsibilities of a Manager (People)  Maximising Performance | 22.06.2022 | 9.30 – 4.30 |

If you would like to attend, please inform Lynn Moore in People Development ([lynn.moore@reading.ac.uk](mailto:lynn.moore@reading.ac.uk)) of your preferred cohort, confirming that you line manage at least one person and you can attend both dates.