

Managers Toolkit

Bob Craig
Learning & Development

The most effective college managers, at any level, nurture individuals, establish a collaborative and innovative culture in their team, facilitate conversations about teaching and learning, support under-performing colleagues, conduct challenging conversations, deal with day to day operational issues and are open to new ideas and practices.

This session can be for all managers, or be tailored for particular levels of management (e.g. PMs, HoDs, SMT).

Learning outcomes and benefits

Managers who:

- ✓ Conduct team meetings in a collaborative and productive manner, often focusing on teaching and learning
- ✓ Confidently carry out challenging conversations with underperforming staff or those who have lost their sense of purpose, in a supportive, yet assertive way
- ✓ Use coaching techniques and other approaches to build the confidence and know-how of individual team members
- ✓ Adopt a range of methods to manage their own work-load, prioritise and deal with stressful situations and periods
- ✓ Apply pragmatic strategies to encourage peer learning and support amongst team members

Client testimonials

"Bob was straight to the point and it was amazing how he fitted such rich content into one day. Lots of useful tips I can and will use immediately".

Colin Fu
South Thames College

"Lots of small, practical ideas (low prep / high impact). Time to think. Action planning during the day".

Simon Foot
MidKent College