


MANAGER BOOTCAMP TRAINING


Empower Your
Managers for Success

A comprehensive programme designed to equip your managers with the essential skills and knowledge to lead their teams effectively and compliantly.

TRAINING HIGHLIGHTS

 **Six engaging modules**, each two hours long, delivered virtually or face-to-face.

 **Interactive & insightful** sessions, designed to keep participants active and involved.

 **Comprehensive workbook** to accompany each module, with resources to extend learning beyond the session.

1

**DIVERSITY, EQUALITY,
INCLUSION & DISCRIMINATION**



2

RECRUITMENT & SELECTION

3

MANAGING PEOPLE



4

**MANAGING
POOR PERFORMANCE**

5

EMPLOYMENT LAW



6

MANAGING LEAVE



MODULE OVERVIEW



DIVERSITY, EQUALITY, INCLUSION & DISCRIMINATION

01

- Definitions of DEI
- The inclusive workplace
- Types of discrimination
- Protected characteristics
- Harassment & victimisation



RECRUITMENT & SELECTION

02

- Job descriptions
- Person specifications
- Advertising
- Shortlisting
- Interviewing



MANAGING PEOPLE

03

- What is performance management?
- Skill-Will matrix
- SMART goals
- Accountability
- Giving feedback
- Difficult conversations
- Performance reviews



MANAGING POOR PERFORMANCE

04

- Risk areas - fair/unfair dismissal
- Conduct or capability?
- Misconduct/gross misconduct
- Investigations
- Disciplinary & Appeals process
- Grievance procedures
- Resolving conflict



EMPLOYMENT LAW

05

- Imposed duties
- Employment Rights Act 1996
- Working Time Regulations 1998
- Equality Act 2010
- Maternity & Parental Leave Regs 1999
- Data Protection Act 2018
- The Health & Safety at Work Act 1974
- Whistleblowing
- Menopause



MANAGING LEAVE

06

- Maternity
- Paternity
- Adoption
- Parental & Dependents Leave
- Shared Parental Leave
- Short term absence
- Long term absence
- Return to work interview
- Annual leave

OPTIONAL EXTRAS

- ▶ Motivation & Delegation
- ▶ Change Management
- ▶ Coaching & Mentoring
- ▶ Leading Teams with Confidence

**Empower Your
Managers**

**Transform Your
Business**