

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

- Key Employment Legislation
- Employment Rights Act 2025 Changes
- Equality & Protected Characteristics
- Preventing Sexual Harassment
- Managing Third-Party Harassment
- Family-Friendly Rights
- Data Protection
- Health & Safety
- Whistleblowing
- Menopause in the Workplace



MANAGING LEAVE

06

- Maternity & Paternity Leave
- Adoption Leave
- Parental & Dependents Leave
- Shared Parental Leave
- Neonatal Care Leave & Pay
- Parental Bereavement Leave
- Sickness Absence (Short & Long Term)
- Return to Work Interviews
- Annual Leave
- Time Off for Dependents

OPTIONAL EXTRAS

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

**Empower Your
Managers**

**Transform Your
Business**