

Aspiring Managers Programme

June 2021 – January 2022

A bespoke programme created for Library Services staff to support those looking to move into supervisory or management roles and progress their careers.

Introduction

The Library Services Aspiring Managers Programme is a leadership development opportunity, open to all staff Grades 5 to 7, who have an active interest in progressing into a supervisory or people management role.

The programme is spread over 6 months and offers a blended learning approach to training, combining live virtual sessions with subject experts, online training, self-learning and 121 mentorship.

This is the pilot cohort for this programme and will offer 10 places; requiring a commitment of 40 hours from the participant. The programme will also require 5 hours commitment from the line manager.

Programme Structure

2021	JUNE	JULY	SEPT	OCT	NOV	DEC	Jan-22
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
	Induction						Graduation & Final Presentation to SMT Members
Management Training	Communicating for Success	Hiring The Best: Recruitment and Interview Skills	Coaching for Great Performance	Crucial Conversations & Problem Resolution	Leadership, Culture & Values	Preparing your first Team Briefing	
Technical Training		Introduction to Library HR Policies and ProcedureS	Introduction to Managing Health & Safety		Introduction to Finance		
Practical Application (Pre Coursework)	Complete Personality Styles Quiz - Online			Complete UCL Developmental Conversations Module	Review the Library Strategy 2019-2022	Leading Virtual Meetings - Online Course	Develop an PDP/Action Plan with your line manager (in line with appraisal)
Practical Application (Post Coursework)	Explore Communication Tips - Online Module	Join a Line Manager on an Interview Panel	Complete a SWOT analysis on your team's Customer Service Skills	Have a GROW conversation with your line manager		Deliver a Team briefing - with observations from line manager	
Support	Quarterly 121 with SMT Mentor			Quarterly 121 with SMT Mentor			Quarterly 121 with SMT Mentor

Programme Dates & Times

EVENT	DATES	TIME
Induction	17th June 2021	13.00 - 14.00
Communicating for Success	23th June 2021	10.00 - 12.00
Introduction to Library HR Policies and Procedures	6th July 2021	13.00 - 15.00
Hiring The Best: Recruitment & Interview Skills	20th July 2021	10.30 - 12.30
Coaching for Great Performance	15th September 2021	13.00 - 15.00
Introduction to Managing Health & Safety	29th September 2021	10.00 - 12.00
Crucial Conversations & Problem Resolution	13th October 2021	13.30 - 15.30
Introduction to Finance	3rd November 2021	11.30 - 12.30
Leadership, Culture & Values	17th November 2021	13.00 - 15.00
Preparing your first Team Briefing	9th December 2021	11.00 - 12.00
Graduation & Final Presentation to SMT Members	26th January 2021	13.00 - 16.00

Here's snapshot of the management training modules & learning objectives...

Communicating for Success

- Use effective listening skills to ensure clear communication
- Use questions to gather information
- Communicate essential information to help ensure individual and team success

Hiring Right: Recruitment and Interview Skills

- Understand the importance & impact of hiring right
- Identify steps of the recruitment process
- Prepare for and conduct an interview
- Understand the post – selection process

Coaching for Great Performance

- Define coaching
- Understand what characteristics make an effective coach
- List the four steps of the GROW model
- Identify important guidelines for providing feedback
- Recognize common coaching challenges

Here's snapshot of the management training modules & learning objectives...

Crucial Conversations & Problem Resolution

- Understand the power of dialogue
- Plan a conversation
- Manage a crucial conversation
- Recognise communication challenges
- Identify techniques for problem resolution

Leadership, Culture and Values

- Lead through Library Strategy
- Enable a Winning Culture
- Connect with your team
- Build Trust
- Use authority successfully
- Manage change

Preparing your first Team Briefing

- Plan your meeting and determine a desired outcome
- Understand what your staff members need and want to know
- Create a meeting agenda
- Facilitate a virtual meeting and identify how to build rapport
- Determine an agreed action plan at the end of the meeting

Shortlisting Criteria

1. Grade 5-7 staff member, who has successfully completed their probation period.
2. Evidence of high performance and excelling in terms of their set objectives and job description.
3. Enthusiastic about growth and progression into a supervisory/people management role.
4. Evidence of actively progressing their career, building relevant skills, knowledge, and experience.
5. Evidence of applying learning from previous training and CPD experiences to their role and workplace.
6. Availability confirmed for full participation and attendance of all session dates (40 hours)
7. Availability and commitment of line manager to engage in developmental activities with participant (Approx. 5 hours in total, across 6 months)

Nomination Process

- Staff must speak to their line manager
- Staff to complete the application form (attached to email)
- Line manager must nominate staff member by submitting their application form to aanchal.bhatt@ucl.ac.uk
- Deadline for submission: **17th May 2021**
- Shortlisted applicants will be invited for an interview between 26th-27th May or 1st-2nd June 2021
- Decisions will be made by the Staff Training & Development Oversight Group and communicated by 4th June 2021