

The Highly Effective Manager Program

- Are you new to managing a team and worried about what you can / can't do or say as you don't want to fall foul of employment law?
- Do you find that you keep hiring the wrong people with the wrong attitude who just don't "fit" with your culture and values?
- Feel like you might as well just do the work yourself – it's easier than having to explain it over and over?
- Are you an experienced manager but don't know what you should be doing to get the best from your team and keep them motivated, engaged and productive?
- Have you got performance issues within your team and just don't know how to tackle them?
- Need to deal with a disciplinary matter within your team, but don't know how to go about it?
- Or do your team have a lack of interest entirely about the business or their role?

If one or more of the above statements apply to you, then our Highly Effective Manager program could be what you need! Whether you're an experienced manager looking to update and improve your people management skills or a new manager who wants to know everything there is to know about managing and motivating a team, then we've got you covered. You'll become part of a small but select group of managers who want to gain the knowledge and confidence to manage their teams to achieve great results. You'll get to practice your newly acquired skills in a safe environment with a peer group that will encourage and support you as you develop and improve your skills and techniques throughout the program. We keep our learning group size small so that there is plenty of interaction and opportunities to discuss and debate issues and learn from each other as well as from the trainers. The course will be held in Oxfordshire/South Warwickshire area depending on delegate preferred locations.

Investment Levels	Cost
To attend all six workshops and become a Highly Effective Manager which includes the completion of the Thomas International Emotional Intelligence Questionnaire and feedback session – worth £400	<p>£3495 plus VAT which is invoiced in April 2021 and is to be paid within 10 days of receipt of invoice.</p> <p>Or invoiced at £1,200 per month for April, May, June 2021. Invoices are to be paid within 10 days of receipt of invoice.</p>

Feedback from some of our 2020 delegates

Robert Honan – Ascott Estate Manager

“Thank you so much for today. It was another superb session that not only reaffirmed what we are already doing here will benefit everyone and how the business is moving in the right direction, but also expanded on the topic with lots of interesting and useful points that I will be able to use and implement.

Whilst it was a shame we couldn't all meet in person, and I imagine it must be difficult conducting training via Zoom, you made it interactive and interesting thus meaning I didn't feel as though I missed doing it in person.”

Stephanie Lesage – CEO at Oxford Silk Page Ltd

“Thank you very much Emma for this very informative day again. They are all extremely engaging (!) and lively even on Zoom. So many critical details which make a huge difference but are really easy to forget about when our heads are stuck in both day to day issues and long-term goal tasks!”

Luke Housley – Key Account Manager – Appleton Woods Ltd

“The exercise of applying the principles of employee engagement to our own organisations was very insightful and I see the company in a different light now, both in terms of things they're doing astonishingly well (but I never realised) and where they could improve.”

Other Managers comments

“The course is well delivered and run, remotely or in person. The addition of another speaker, in this session Kerry who is a recruitment consultant, was a helpful and useful one. Emma's excellent course and experience of how things work in the business environment is really helpful.”

2021	Topic	What will you learn and be able to do?
7th May	Employment Law Principles with Emma Browning and Christopher Sing from Freeths (specialising in Employment Law)	<ul style="list-style-type: none"> • The basic principles of Employee Rights • The Equalities Act 2010 • A basic understanding of Employment Law principles enabling you to deal with all employee relations issues fairly, and withing employment law guidelines.
11th June	Recruitment Masterclass with Emma Browning and Kerry Bonfiglio-Bains	<ul style="list-style-type: none"> • How to create your employer brand to attract the best talent to your business • Creating a recruitment process that enables you to hire the best people for your business • Deliver a great candidate experience • Hone your interviewing techniques to become a top interviewer!
16th July	Coaching Skills for Managers with Emma Browning and Rebecca Mander	<ul style="list-style-type: none"> • Learn the fundamentals of coaching • Understand the benefits of coaching • Learn how to apply and use the GROW coaching model • Practice your coaching techniques • Develop your team to their full potential though a coaching management style
10th September	Employee Engagement with Emma Browning and Helen Joy	<ul style="list-style-type: none"> • Learn what we mean by employee engagement and why it's important • Learn about best practice employee engagement practices in the UK • Understand how to create an employee engagement strategy that works for your team/your business
8th October	Managing Performance with Emma Browning and Phil Walsh	<ul style="list-style-type: none"> • Understand what poor performance looks like • Dealing with poor performance informally/formally • How to introduce a Performance Improvement Plan • When to invoke Disciplinary Procedures for performance • How to dismiss fairly
12th November	Dealing with Disciplinary Matters / your ongoing journey as a manager / leader with Emma Browning	<ul style="list-style-type: none"> • What is/isn't a disciplinary matter? • How to deal with a Disciplinary Matter • The importance of the Disciplinary Procedure and Process • The 5 steps to a fair dismissal • The importance of Self Awareness as a Manager – Thomas International Personality Profiling and feedback for all delegates

About our Facilitators



Emma Browning | MD of Meraki HR

- Chartered Fellow of the CIPD
- Postgraduate degree in HR and Masters in MOIC
- 14 years Sales and Operations experience
- 20 years in HR working for businesses large and small including some well-known brands like Porsche Cars and Harley-Davidson
- Winner of 2019 Woman Who Achieves Award
- Finalist in 2 categories of the "50 to Watch 2019" Awards



Helen Joy | Founder of People Spark

- Leadership and Management Development, particularly aspiring and new managers
- Led and developed teams within operational and support environments to achieve results through coaching and formal training
- Provides training solutions to enable managers to become great leaders, inspiring teams to perform, adapt and become more agile in the way they work in the most testing of times
- CIPD in Training Practice



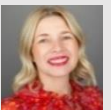
Christopher Sing | Partner – Freeths

- Partner and Head of the Employment Team across the Freeths' Milton Keynes and Oxford Offices
- Specialising in dealing with staff matters
- Trained as both a barrister and solicitor, hence able to offer a rounded service to clients, including advocacy in the tribunals
- Experience in dealing with sensitive or highly complex matters
- Track record of delivering satisfactory resolutions in high pressure situations often under time or budgetary pressures



Rebecca Mander | Performance Coach

- 15 years Board level experience and a skillful executive coach
- A qualified and AC accredited coach
- Helps clients improve performance and achieve their personal and professional goals
- Supports business leaders during personal setbacks
- A Fellow of the ILM; Cert. Person Centred Counselling, Warwick Uni; Cert. CBT, BPS accredited; Member of Association for Coaching (MAC)



Kerry Bonfiglio Bains | Recruitment Strategist

- Over 20 years recruitment experience
- Specialises in working with growing businesses
- Expertise in creating a robust internal recruitment strategy and process that delivers tangible results
- Helps clients design and create their own recruitment strategy and processes that work for them
- Owns a successful recruitment agency and works on a consultancy basis



Phil Walsh | Founder of Walsh's Learning to Achieve

- Experienced Business Coach
- Facilitates experimental learning
- Works with groups in a business focused way to deal with the human relationships in the business
- Delivers powerful and effective events, training simulations and 1-2-1 business coaching
- Work on business issues in a way that highlights the values and culture of an organisation