



# LEADERSHIP & MANAGEMENT DEVELOPMENT PROGRAMME

For aspiring & junior managers working in general practice

Through a blended delivery approach, our Leadership and Management Development Programme aims to arm aspiring & junior managers who work in general practice, to develop skills and supporting theory for their current or future roles.

## Who should take our course?

- ✓ Staff who are in a role that carries responsibility for other staff or important resources
- ✓ Newly appointed junior or supervisory managers or team leaders
- ✓ Existing managers, supervisors or team leaders who require training or refresher training
- ✓ Staff who have the potential to develop and move into managerial or leadership roles in the future

## How long is your course?

Our course is split up in to 4 blocks. Each block consists of eLearning and a virtual session to contextualise your learning from the block. Details can be found on the next page.

## What will I learn?

Our course is split up in to 4 blocks which are as follows:

**Block 01 :** Leadership & Management

**Block 02:** HR, Quality and Assurance

**Block 03:** Organisational, Facilities & Finance Management

**Block 04:** Digital, Technology, Marketing, Communications & Future Planning

## Is there an Assessment?

Yes, you will be required to complete an assignment after attending all four virtual sessions and completing all the modules in the eLearning. Your assignment will be as follows:

A personal SWOT analysis in light of the subject matter learnt on the course, covering all the main topic areas of the programme, to include a 1500 word analysis and reflection detailing personal objectives set as a result.



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Each of the four module blocks include a range of topics that you will work through in your own time. The topics include activities and knowledge checks to support you.

## Block 01: Leadership & Management

**Live Session: TBC**  
**1pm - 3pm | via MS Teams**

The following topics should be completed via eLearning prior to your attendance at the above live session:

- Leadership & Management Theory
- Team Management
- Time Management
- Change Management
- Decision-Making
- Delegation
- Project Management
- Business Continuity

## Block 02: HR, Quality and Assurance

**Live Session: TBC**  
**1pm - 3pm | via MS Teams**

The following topics should be completed via eLearning prior to your attendance at the above live session:

- HR Legislation & Policies
- Interviews
- Staff Contracts
- Appraisals & Performance Management
- Emotional Intelligence & Stress Management
- Care Quality Commission (CQC)
- Significant Events
- Complaints
- Health & Safety Legislation
- Protecting the Vulnerable

## Block 03: Organisational, Facilities & Finance Management

**Live Session: TBC**  
**1pm - 3pm | via MS Teams**

The following topics should be completed via eLearning prior to your attendance at the above live session:

- Organisational Theory, Cultures and Structures
- Health and Care Organisations & Roles/Multidisciplinary Roles
- Health and Social Care Contracts & Legislation
- Contracts, Deeds and Agreements
- Facilities and Asset Management
- Business and Environment Analysis
- NHS and Care Finances & Funding
- Accounting Basics & Budget Basics
- Cash Handling and Fraud Prevention
- Insurance

## Block 04: Digital, Technology, Marketing, Communications & Future Planning

**Live Session: TBC**  
**10am-12pm | via MS Teams**

The following topics should be completed via eLearning prior to your attendance at the above live session:

- Data Protection and Confidentiality
- Communications, Marketing, Media, PR & Public Speaking
- Technology and Innovation
- Career Management

✓ We have **50 funded places** available for **2025/2026 cohort**

✓ Funding is available for those who are working in general practice in Humber and North Yorkshire.

✓ Scan the QR Code to the right to learn more about us!

