



PRIMARY CARE  
WORKFORCE & TRAINING HUB



# LEADERSHIP & MANAGEMENT DEVELOPMENT PROGRAMME

For new, aspiring & existing leaders working in general practice

Delivered through self-directed learning with access to an interactive forum, our Leadership and Management Development Programme is designed to equip new, aspiring, and existing leaders in general practice with the knowledge, skills, and theoretical foundations they need to thrive in their current or future roles.

## Who should take the course?

- ✓ Staff who are in a role that carries responsibility for other staff or important resources
- ✓ Newly appointed supervisors, team leaders or managers
- ✓ 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 the course?

Spanning 12 months in total, our course is split into four module blocks, each with three months to complete. Each block consists of self-directed learning with access to an interactive forum for discussions. 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 completing all four modules. 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.

# LEADERSHIP & MANAGEMENT DEVELOPMENT PROGRAMME

For new, aspiring & existing leaders working in general practice

## What is the course content?

The core of your learning will take place on our interactive online platform. You'll progress through a series of theory-based modules with engaging content, practical activities, podcasts, and quizzes designed to help you absorb and apply what you learn. What ever time of day you prefer to study, the platform is available any time – so you can learn when it suits you best. Each of the four module blocks include a range of topics, activities and knowledge checks to support you, supplemented by the forum, where you can engage with peers, share ideas and ask questions.

### Block 01: Leadership & Management

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

### Block 02: HR, Quality & Assurance

- 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

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

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

- Data Protection & Confidentiality
- Communications, Marketing, Media, PR & Public Speaking
- Technology & Innovation
- Clinical & Business IT Systems
- Career Development

Interactive forum for discussions & questions available across all modules

- ✓ There are **50 funded places** available for the **2025/2026 cohort**
- ✓ Funding is available to those in applicable roles working in general practice in Humber and North Yorkshire, and will be allocated on a fair-share basis across the region.

