

# Developing First Line Managers

## Workshop Programme



## Course Information

Developing First Line Managers is a part-time programme of management development for first line managers in the drug and alcohol field – including team leaders and service managers.

This programme of workshops has been developed to meet the initial training needs of those who have recently taken up positions as managers of London drug and alcohol services. It is particularly aimed at those who have recently moved from practitioner to management positions, and are managing at least one member of staff. It offers an opportunity for these managers to develop greater confidence and management skills. It also provides the opportunity to work with colleagues from the sector to focus on their practice, and enhance both their own development and that of their organisation. This programme is being repeated for the twenty-eighth time now, following positive feedback from participants on all the twenty-seven previous courses, and demand from senior managers.

### The workshops

The course is made up of four one-day workshops. These workshops are:

1. Managing yourself
2. Managing staff
3. Managing change
4. Managing for the future

Each of these workshops has a set of learning outcomes that the participant should expect to meet by the end of the day. If you want more information on the outcomes please contact our trainer **Miranda Coates** at [info@amalfipartnership.com](mailto:info@amalfipartnership.com)

The workshops offer the opportunity to explore individual development needs within a learning environment, and to develop a range of skills to enhance day-to-day practice. There is an expectation that those attending the workshops will have a commitment to attending **all four** workshops and to exploring and developing their own performance for the benefit of their organisation and themselves.

### Practical details

#### Time

These workshops will run over **four** full days, from **9:30am – 4:30pm**, but there may be some flexibility within these daily timings if agreed by the group.

#### Venue

Central London venue – to be confirmed on receipt of application.

### **Course fees**

As the group experience is a key element of the workshops, it is expected that all participants will attend all four workshops. The fee for the course is **£399** for LDAN members and **£480** for non-members for all 4 workshops. **Payment in full will be expected prior to the start of the programme.** If a participant is absent for any workshop, the full fee will still be expected.

### **Application process**

The application form should be completed and returned to LDAN for consideration. Please note that places will be allocated on a first come, first served basis, and that forms will not be accepted without the signed statement of support from the applicant's line manager. All participants will receive a letter informing them of their place on the course, and should confirm that they can attend all four course dates. This is important, because in the case of over-subscription to the course, a waiting list will be held, and any place not confirmed may be offered to applicant(s) on the waiting list. If a place is cancelled after September 1st and nobody from the waiting list can take the place, the applicant is liable to pay the full course fees.

### **Evaluation**

The evaluation of the workshop programme will be important not only to the course participants, but to a large range of stakeholders, including the participant's organisations, LDAN member organisations, and LDAN and its board. Compliance with the programme evaluation will be considered a prerequisite of acceptance. The course certificate will not be issued unless the course evaluation is completed.

### **Methods of working**

These workshops are usually for a group of managers working in different organisations within the same field, who may know each other. There will be participative activities, both in small groups and as a whole group. Summary and activity handouts will be used to make the most of the time available. It is expected that because of the important of the group experience and the accrued learning, the participants will attend all four workshops.

Participants will be encouraged to apply what they are learning in the workplace and there will be regular opportunities for reflection on progress during the programme.

Course organised by **London Drug and Alcohol Network**, c/o DrugScope, Suite 204, Prince Consort House, 109/111 Farringdon Road, London, EC1R 3BW.

Any **further enquiries** about the course should be addressed to Carol Marsh Office Manager on **020 7520 7550** or e-mail [carolm@drugscope.org.uk](mailto:carolm@drugscope.org.uk)