

This certificate is presented to:

Sarah Green

**Management Development Digital Programme (previous
Middle Managers Course)**

Course ID - Delivery ID: 53243 - 79935

Date Attended: 15/10/2023

Learning Aims

This is a digital learning programme that will give you an introduction to people management and equip current and aspiring managers with the awareness of NHS Grampian standards, procedures and policies relating to staff as well as providing support and training around key skills required to manage performing teams.

From developing your resilience and behavioural awareness to managing conflict, feedback and performance, as well as developing a great team, this digital programme will help you understand how to develop, manage and lead your team and good workplace performance.

The emphasis is on enabling you to put theory into practice by applying it to your live challenges and reflecting on your learning journey.

Learning Outcomes

Occupational Health Service

To provide managers with an understanding of the occupational health role
To understand the responsibility of a manager relating to pre employment screening, health surveillance, management referrals and managing in the event of a blood or bodily fluid exposure

Risk Management

The session will provide an overview of risk and risk management. It will cover the principles and practical application of risk management, as well as important roles and responsibilities. Key concepts will be highlighted, including

the management of individual risks, risk registers and escalation processes.
The session is most relevant for individuals who hold responsibility for, or assist with, the achievement of service/area/portfolio objectives and/or the management of risk within their area.

Adverse Events and Datix

To provide an overview of the Adverse Events and Datix

Health and Safety

To provide useful Health and Safety information and signposting to the various tools that are available to support participants in their managerial role

Payroll / Procurement Finance

To provide an overview of the Payroll processes and systems

To develop an understanding of the responsibilities of managers in relation to procurement and finance.

The Procurement / Finance session will cover the procurement protocol, best practice for ordering and receipting of products and services, PECOS, Fraud, Standing Financial Instructions (including the Operational Scheme of Delegation) and Budget Statements

Human Resources

Understand the manager responsibilities in relation to managing attendance, conduct and capability and all other policies.

Apply knowledge of both formal and informal approaches within the NHS Scotland workforce policies

Jigsaw Discovery Tool

This practical self discovery programme aims to improve communication and relationships at work and to develop in depth self awareness and understanding of different types of behaviour

Wellbeing in the workplace

During the session you will have the opportunity to

Reflect on where you are with your own health and wellbeing

Reflect on wellbeing in your team currently

Consider approaches to improving wellbeing in a practical way which utilize whole setting approach theory

Understand what We Care Offer

Menopause managers toolkit

Understand what the menopause is and how it can affect women lives

Outline why it is important to raise awareness of the menopause in the workplace

Identify ways to support women at work who go through the menopause

Performance Appraisal

This module aims to equip reviewers or appraisers with essential skills to conduct highly effective appraisals and provide an overview of the Turas system