

This 12-week programme develops essential capabilities for emerging leaders and first-line managers. Each week combines leadership mindset with core management skills, providing practical, reflective and actionable development.

Programme Structure: 12 Weeks to Leadership and Management Readiness

Week	Theme	Leadership Focus	Management Focus
Week 1	Welcome & Mindset Shift	From doer to leader	Understanding the role of a manager
Week 2	The Leader-Manager Within	Values, self-awareness, personal style	Managing yourself: habits, time, mindset
Week 3	Communicate to Influence	Active listening, presence, storytelling	Giving clarity, direction, and handling up/down
Week 4	Feedback & Accountability	Giving and receiving feedback	Setting expectations, follow-up, accountability tools
Week 5	Emotional Intelligence	Empathy, self-regulation, social skill	Navigating team dynamics and interpersonal issues
Week 6	Handling Difficult People	Staying calm and constructive	Addressing performance or behaviour issues
Week 7	Delegation & Trust	Empowering others	Assigning tasks, follow-up, ownership
Week 8	Coaching vs Commanding	Growth mindset, curiosity, unlocking potential	When to coach vs when to instruct
Week 9	Management Fundamentals	Leading with vision	KPIs, productivity, basic budgeting
Week 10	Leading Change & Taking Initiative	Leading in uncertainty	Planning, implementation, and communication of change
Week 11	Team Project or Simulation	Collaborative leadership	Project planning and delivery
Week 12	Showcase & Review	Personal reflection + growth story	Performance review and next steps