Leadership Essentials for Academics: Managing your team

Who is it for?
The session is aimed at academics with responsibility for the work, behaviour and development of others, for example their research group and support staff. It is also suitable for those who are aspiring to these group leader positions.

Overview
The session aims to refresh and build on skills and experience in the context of managing and leading others through their time in employment here. As well as clarifying key responsibilities and supportive leadership styles, it focuses on critical areas that some can find more difficult, such as giving and receiving feedback effectively and handling challenging situations. Using these skills effectively is known to enhance wellbeing, with positive effects on engagement, productivity and enjoyment at work.

Duration and availability
The session is for 3 hours and is available to groups of academics within an institution or across a School.

Aims
• To enable you to create an environment that optimises your own wellbeing and that of those in your team
• To clarify your key responsibilities at each key stage of the employment cycle
• To identify a range of leadership styles and use the one most suited to the situation
• To identify when feedback needs to be given and to give it clearly and constructively
• To tackle challenging conversations with confidence, aiming for positive outcomes

Pre-course work
It is recommended participants complete the following before attending the session:
• Watch short films of University academic colleagues speaking about their leadership responsibilities and experience [www.ppd.admin.cam.ac.uk/theme-answer/academic](http://www.ppd.admin.cam.ac.uk/theme-answer/academic)
• Complete the ‘Equality and Diversity Essentials’ online module (if not previously completed) [www.vle.cam.ac.uk/course/view.php?id=116231](http://www.vle.cam.ac.uk/course/view.php?id=116231)

Format
The workshop is interactive and incorporates opportunities for reflection and sharing good practice with others with similar responsibilities. There will also be an opportunity to consider actions to apply back in the workplace.

Related programmes
Recruitment Essentials: Appointing the best candidate (academic appointments)
Leadership Essentials: Leading your team through change

For more information please contact Personal and Professional Development at ppd@admin.cam.ac.uk. Please speak to your local Administrator if you are interested in arranging a session in your institution.

This flier is available online at [www.ppd.admin.cam.ac.uk/files/leac.pdf](http://www.ppd.admin.cam.ac.uk/files/leac.pdf)