



LEADERSHIP & MANAGEMENT DEVELOPMENT PROGRAMME

For new, aspiring & existing leaders working in general practice

Delivered through a blended learning approach, 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?

Our course is split up in to 4 blocks. Each block consists of eLearning and a virtual session to contextualise your learning from the block. 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 attending all four virtual sessions and completing all the modules in the eLearning. 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.

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Each of the four module blocks include a range of topics that you will work through in your own time. The topics include activities and knowledge checks to support you.

Block 01: Leadership & Management

Live Session Date: TBC
1pm - 3pm | via MS Teams

The following topics should be completed via eLearning prior to your attendance at the above live session:

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

Block 02: HR, Quality and Assurance

Live Session Date: TBC
1pm - 3pm | via MS Teams

The following topics should be completed via eLearning prior to your attendance at the above live session:

- 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

Live Session Date: TBC
1pm - 3pm | via MS Teams

The following topics should be completed via eLearning prior to your attendance at the above live session:

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

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

Live Session Date: TBC
1pm - 3pm | via MS Teams

The following topics should be completed via eLearning prior to your attendance at the above live session:

- Data Protection and Confidentiality
- Communications, Marketing, Media, PR & Public Speaking
- Technology and Innovation
- Career Management

It is mandatory to attend all four of the live sessions to fully engage with the course and explore putting learning into practice. They will feature scenario-based learning focused on the topics you have covered in the online modules, including small group discussions, and also give an opportunity to ask any questions.

- ✓ 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.

