



CEPN Practice Manager Apprenticeship Development Programme

Full-Day Workshops

The CEPN Practice Manager Apprenticeship Development Programme has been designed to support staff and managers in non-clinical roles advance their careers through formal management qualifications and apprenticeship standards within the Practice.

We recently have supported 14 people onto the programme at Levels 3 and 5 across Haringey, Camden and Islington.

As part of the programme, we are offering the opportunity to attend a **full day workshop** of your choice to get a taste of the programme, continue your professional development within leadership and management and enhance your knowledge and skills. These workshops are **fully funded**.

We have **4 spaces available per session** and these will be booked on a **first come first serve basis**. We will need booking requests **at least 2 days before** the session commences.

SESSION/MODULE

• Change Management	06/03/2020
• Leadership and team building	25/03/2020
• Time management and delegation	01/05/2020
• Employment law, equal opportunities and diversity	12/06/2020
• Governance in primary care	09/07/2020
• Finance and budget management	09/09/2020
• Recruitment and selection	07/10/2020
• Appraisal, objective setting	08/11/2020
• Interpersonal skills including assertiveness and emotional intelligence	13/01/2021
• Communication skills	16/02/2021
• Marketing and customer service	18/03/2021
• Operational and project management	14/04/2021

SESSION/MODULE

<u>SESSION/MODULE</u>	<u>DATE</u>
• Employment law, equal opportunities and diversity	06/02/2020
• Governance in primary care	05/03/2020
• Finance and budget management	24/03/2020
• Recruitment and selection	30/04/2020
• Appraisal, objective setting, and performance management	11/06/2020
• Interpersonal skills including assertiveness and emotional intelligence	08/07/2020
• Communication skills	08/09/2020
• Marketing	06/10/2020
• Partnership and collaborative working	17/11/2020

For details and to book your place please contact training@communitymatters.co.uk

Details of venue will be provided upon booking your place.

People that attend workshops who are not booked will regrettably be refused entry.