

OFFICE MANAGER DEVELOPMENT PROGRAMME

*"Today really gave us an opportunity to reflect as a team.
Well worth the time out."*

Angela Rayner MP

"I cannot begin to explain the extent to which the programme has changed how I view my team, my role and myself. It has enabled me to question my own thinking; helped me to understand the behaviour of myself and others and to reflect meaningfully about how I can be an agent of change."

Danny Wood,
Chief of Staff, Luke Akehurst MP

Office Manager Development

Since 2016 Labour MPs Office Managers, Chiefs of Staff and Constituency Managers have attended the Office Manager Development Programme, our unique programme. We know how hard you work, often with small teams, split sites and limited budgets. Very often leaders put their own needs last, but we know that those who invest in their development make the best leaders, and often feel happier and more productive too.

Who is the Programme for?

New, experienced Office Managers and even “soon to be” Office Managers have been on the programme and they have all said that they found it very useful. If you lead and manage in an MP team but have a different job title, this programme is also for you.

What It Includes

6 online group training sessions (3 hours each) plus 4 individual coaching sessions. We always tailor our programmes to suit those attending, so all who book on will be sent a short questionnaire first so we ensure we meet your needs. Dates and times for sessions will be arranged with you to suit your working week.

What We Cover

- 21st century leadership and management skills
- Motivation skills/getting the best out of people
- Managing challenging behaviour/situations
- Managing stress, resilience, mental fitness
- Emotional intelligence
- Strategic Planning
- Managing the MP/Managing volunteers
- Understanding different personalities and your own personality profile
- Good practice/sharing effective ways of working
- Plus more

Coaching

This element of the programme is often considered to be the most beneficial. We know that training has an impact, but when combined with coaching the lasting effects are greatly increased.

Coaching sessions are confidential structured conversations to help you think and plan ways to be your best.

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