

# OFFICE MANAGER DEVELOPMENT PROGRAMME

*"Well worth the time out."*  
**Angie Rayner, MP**

*"This training really produced some light bulb moments."*  
**Claire Reynolds, OM, Jonathan Reynolds MP**

*"Real Clear offers a unique training opportunity  
for Labour MPs and their staff."*

**Louise Haigh, MP**



## Office Manager Development

50+ Labour MPs staff have attended Office Manager Development Programme, our unique programme for provide real support and learning. We knew from the first group how hard Office Managers work, often with little training. We wanted to change that with a programme that is fun, engaging and really makes a difference to our people.

### 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.

### 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.

**Lisa Read**  
07410 116022  
[lisa@realclear.co.uk](mailto:lisa@realclear.co.uk)

