

Manager talking points

For Line Managers of anyone attending the programme

This guide will provide you with key information about Level One of Leadership and Management Essentials and it will help you have a development discussion with anyone in your team who is attending.

About the programme

Leadership and Management Essentials is the Carnival UK framework of development for our managers.

The framework provides opportunities for our managers to grow their knowledge, skills and behaviours to be their best.

Who needs to do what?

(CUK 7-10) Line Managers

CUK 6 and above can also benefit from this learning and are welcome to attend all workshops.

Workshops

Duration: Half day

1. Manager Welcome
2. Our CUK Processes

Duration: One day

1. Self-Mastery
2. Inclusive Leadership
3. Effective Coaching and Feedback
4. Leading for Performance
5. Creating High Performing Teams

eLearning

1. Welcome
2. Leading with Culture Essentials
3. Carnival UK Performance Cycle
4. myHR Portal Processes
5. Recruiting at Carnival UK
6. Finance and Projects

(CUK 7-8) Managers with no direct reports

Workshops

Duration: One day

1. Self-Mastery
2. Inclusive Leadership
3. Effective Coaching and Feedback

What's involved?

The programme is a mix of interactive workshops, which are supported by eLearning modules. The content will be different depending on whether your team member is a manager of people or not. Please see the [Leadership and Management Essentials Guidelines](#) for more information on the programme content.

Important information

- We'll assign eLearning via GLADIS and notify your team member as soon as it has been assigned.
- Due to the interactive nature of the content, all workshops will be face to face in Carnival House.
- All workshops are self-serve and need to be booked via [The Cove](#). We will not be allocating people to sessions. Self-Mastery is that first full day work shop that should be attended.
- Workshops will be scheduled every month so your team member will have several sessions to choose from within the required timescale.
- All managers should agree with their line manager, the best time to attend sessions. We recommend booking as soon as possible so that they have the most choice.



Engaging your team member in the learning

The workshops are designed to be thought-provoking and to stimulate participants to think about aspects of their leadership style and general life experience, including areas they may not have focussed on previously.

Below are some questions you can discuss with your team member in their next 1:1 to identify how Leadership and Management Essentials will support their development and enable them to deliver their performance goals.

- How will this learning help you continue to build your knowledge, skills and behaviours as a leader and manager?
- What actions can you take to help you reflect, practice and implement what you've learned?
- How will this programme support you with how you lead your team and/or deliver your objectives as a manager?
- How can I best support you with your continued development through this programme?

How you can support as a line manager of someone attending the programme

- Discuss the programme with them, encourage them to sign up and enable them the time required to complete the learning required.
- Regularly discuss the programme during your 1-2-1's, and spot opportunities for them to continue to build their skills.

We'll send you a manager guidelines sheet before each workshop that your employee attends. This is so you can see what is covered and explore the content in your next 1:1.

Further support available

- Read through all the information on the [Leadership and Management Essentials page](#)
- Learning Inbox learning@carnivalukgroup.com
- Your Line Manager or HRBP