

## **Leaders and Managers in Small/Medium Sized Care Organisations**

This one-day development workshop will focus on how to make the best use of a range of resources currently available to support leaders and managers across the care sector.

Delegates will explore resources on the following topics:

- Induction for Managers
- Effective Development of New Managers
- Supervision
- A Guide for Small and Medium Sized Adult Social Care Employers



**Are you  
involved with  
training in your  
organisation?**

By the end of the workshop, delegates will:

- Understand the key principles of effective induction for managers, the topics that should be covered and a range of innovative methods for carrying out the induction process
- Be aware of the range of skills required by new leaders and managers
  - Be aware of the range of resources available to support leaders and managers with their development
  - Have increased understanding of some of the development methods that new managers might undertake as part of their ongoing development
  - Be able to carry out supervision in line with SfC supervision guidelines
- Have explored the broad content of the Guide for Small and Medium Sized Adult Social Care Employers and understand how it can be used to support the management of their organisation



**Are you a  
leader or a  
manager?**

**This workshop is FREE of charge, but places are limited, so please book early**

**The workshop will start at 9.30am and finish at 4.30pm**

**Refreshments, including a buffet lunch, will be provided at each workshop**

**For information on when and where the workshop is being held and how to book your place, please see the attached booking form**

Supporting the Development of  
Leaders and Managers in Social  
Care in the Eastern Region



## Leaders and Managers in Small/Medium Sized Care Organisations

### Booking Form

To book a place, please complete the booking form and email it to [sara@change-consultancy.co.uk](mailto:sara@change-consultancy.co.uk), or post it to Change Consultancy & Training, Manor Farm Barns, Fox Road, Framingham Pigot, Norwich, Norfolk, NR14 7PZ  
Alternatively, you can telephone Sara Brumhead on 01508 491110 to book your place

Dates and Venues **(Please indicate which workshop you wish to attend)**

Date	County	Attendance?
20 <sup>th</sup> October 2008	Red Lion Hotel, Whittlesford, Cambridge	
21 <sup>st</sup> October 2008	The Olde Bull Hotel, Sudbury	
5 <sup>th</sup> November 2008	Bishop Stortford Rugby Club, Hertfordshire	
6 <sup>th</sup> November 2008	The Nightingale Centre, Framingham Earl, Norwich, Norfolk	
17 <sup>th</sup> November 2008	The Fleet, Fletton, Peterborough	
24 <sup>th</sup> November 2008	Shakespeare Hotel, Bedford	
12 <sup>th</sup> January 2009	West Herts Sports Club, Watford	
26 <sup>th</sup> January 2009	Arena Leisure Centre, Colchester	
27 <sup>th</sup> January 2009	Age Concern, Saxon House, Bury St Edmunds	
28 <sup>th</sup> January 2009	King William IV Hotel, Cockernhoe, Luton	
3 <sup>rd</sup> February 2009	Crown Hotel, Downham Market, Norfolk	
9 <sup>th</sup> February 2009	Suffolk A.C.R.E. Ipswich, Suffolk	
10 <sup>th</sup> February 2009	The Hollywood, Benfleet, Southend	
16 <sup>th</sup> February 2009	Red Lion Hotel, Whittlesford, Cambridge	
17 <sup>th</sup> February 2009	Hertfordshire Development Centre, Stevenage	
18 <sup>th</sup> February 2009	Shakespeare Hotel, Bedford	

**Establishment Name:**

**Delegate Name:**

**Job Role:**

**Address:**

**Telephone N<sup>o</sup>:**

**Email address:**

**Additional information:**

**Signature:**

**Date:**