

The Fostering Registered Manager; A Toolkit for Survival					
Day 1		Day 2		Day 3	
11.00	<b>Welome</b>	9.00am	<b>Group responses to set task</b>	9.00am	<b>Group Responses to set task</b>
	<b>Introductions</b>	9.30am	<b>Business Management</b>	9.30am	<b>Leadership and Management</b>
	Who are we?		Business Governanace and Planning		Leadership versus Management
	Why are we devising this training?		Accounts, Budgets and Finance		Ofsted on Managers
	What are the aims of this course?		Risk Registers		Leadership Theory
	What to you hope to get out of it?				
		10.30am	Coffee	10.30am	Coffee
12.00pm	<b>Key Responsibilities</b>	11.00am	<b>Contracts and the Registered Manager</b>	11.00am	<b>Leadership and Management</b>
	Group activity and discussion		Roles and types of Contract		Leadership Styles
			Procurement Process		What kind of leader are you?
			PQQ and ITT		
			Submitting and Post Tender ISSUES		
1.00pm	Lunch	1.00pm	Lunch	12.30pm	Lunch
1.45pm	<b>Ofsted - Inspections and Preparation</b>	1.45pm	<b>HR and Personnel</b>	1.15pm	<b>General Course Feedback</b>
	What is expected?		Staff Recruitment		
	What triggers/informs an inspection?		Importance of Values/Process/Legal Factors		
			Managing Performance		
			Grievance/Disciplinary/ ACAS	2.00pm	Finish
3.15pm	Tea	3.00pm	Tea		
3.30pm	<b>Group Session</b>	3.15pm	<b>Case Studies and Scenarios</b>		
	Report Review				
4.30pm	What makes an outstanding agency?	4.30pm	Feedback from staff		
	Short evening task set		Short evening task set		
5.00pm	Finish	5.00pm	Finish		