



# THE LIGHTBULB PROGRAMME for Supervisors & Line Managers

## Giving You the Confidence and Skills to Manage your Team

Chances are, when you were asked as a child what you wanted to do when you grew up, you didn't answer 'People Manager!' So how come you've found yourself in that role?

I suspect you were promoted into the role because you were really good at what you did previously. But being a great employee doesn't automatically mean you know how to be a great people manager. The good news is, managing people is a skill, and skills can be learnt. So if you're looking to increase your confidence and competence in your role the lightbulb programme could be for you.

### The Lightbulb Programme is for you if any of these resonate:

- You are new to the role of managing people
- You're an experienced manager but are unclear on your role
- You ask people to do things, but don't get the right outcomes
- You'd like to be more confident in your role
- You want to host better one-to-one meetings
- You've been told you're too blunt or too timid
- You put off giving feedback
- Or you simply want support to succeed in your role

*"Nikie has changed my life at work! She has worked with us in building trust and open communication within the management team. It has completely changed our communication style and has had a great impact on our moral."*

*Hana ~ Senior Manager*

## The Solution...

The **Lightbulb programme** focuses on the 4 key topics that make the biggest difference to Supervisors and Line Managers confidence and competence when dealing with people. It's called the Lightbulb programme because people literally have lightbulb moments when everything clicks into place!

1. The **ROLE** of a Supervisor/Line Manager in YOUR company
2. How to **COMMUNICATE** with EVERYONE better
3. Getting people to actually **DO STUFF**
4. Be **CONSISTENTLY GOOD** at managing people



For more information;  
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## Programme Outline

There are lots of Management Development programmes out there, so how do you know this is the right one for you? Well, if you're looking for a personal approach to your development with insightful tools and techniques to increase your skills and confidence keep reading!

### All about the programme...

#### Consultation

We'll offer your Line Manager the chance to join a 30 min Zoom call to discuss the programme and their thoughts on your development. (This help provide insight and support for your development.)

#### Meet and Greet

We'll set up a 30 min Zoom chat so we can have an informal chat prior to the programme starting so we can run through what's into the programme and discuss any initial questions you might have.

#### Getting ready

**Dates and times** - We'll look at dates and times during our 'meet and greet'. This help keeps momentum and structure in place. (Because this is a 121 programme, there is some flexibility should be need it.)

**Learning Pack** - A pack will be sent out to you prior to the programme starting. This will include your workbook, and some creative resources which we'll use during your sessions.

#### Programme sessions

There are 4 sessions. Each are approx. 2 - 3 hours long and will take place via Zoom. These sessions will help to focus on specific topics and allows you to implement your learning immediately.

#### Our topics are:

- **The ROLE of a Line Manager in YOUR company**  
*(Defining your role, and development areas.)*
- **How to COMMUNICATE with EVERYONE better**  
*(Communications preference, and stakeholder mapping.)*
- **Getting people to actually DO STUFF**  
*(Setting expectations, and hosting 121 meetings.)*
- **Be CONSISTENTLY GOOD at managing people**  
*(Matching talents to tasks, and giving feedback.)*

#### Follow up session

We'll schedule a 1-hour virtual follow up session approx. 6 - 8 weeks after the last session has been completed so we can discuss how you have implemented your learning and any additional questions you might have.

#### Certificate

Once the programme is complete, you'll be sent a Certificate of Achievement via email.



"Nikie's is someone I would highly recommend, especially for leadership and management development programmes. She is highly proficient, very focused and seeks to achieve the best outcome for both company and staff. I have previously worked with Nikie and have found her to be a most professional, knowledgeable and experienced trainer. She also makes learning interesting and fun." - Jackie Rogers ~ Business PA



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*"Managers who have the room to learn and grow will be 3.5x more likely to be happy and engaged and 3.3x more likely to want to stay at their organization for two years."*

(Source: Glint data)

## The Business Case for Investing in this Programme

Manager development is a critical part of building and sustaining a successful businesses, but how do you know which development is going to give you the biggest return on investment and be a good fit for your managers and your company ?

### Frequently Asked Questions - To help you with your decision

#### Does my managers really need training?

**Yes.** No matter what the job, people need guidance and support to understand their role and how to do it to the best of their ability. You can of course choose to train them yourself, creating plenty of opportunities for your managers to learn and grow on the job. The down side to this is they are only learning from the knowledge that is already present in the workplace. This doesn't allow for new ideas or growth, it simply creates copycat managers. Investing in external training allows managers to gain new insights, and explore their own version of managing people.

#### What are the expect outcomes of the programme?

The programme covers four heading which when broken down covers:

**The ROLE of a Line Manager in YOUR company.** **OUTCOME:** To be able to confidently explain their role as a line manager and prioritise at least 2 areas of development.

**How to COMMUNICATE with EVERYONE better.** **OUTCOMES:** To be able to identify their own communications preference and those of other stakeholder in the business. To explore current communication activities with their team and possible improvements.

**Getting people to actually DO STUFF.** **OUTCOMES:** To be able set clear expectations for all, and follow this through with effective 121 meetings

**Be CONSISTENTLY GOOD at managing people.** **OUTCOMES:** To be about to match direct reports talents to tasks with positive results. To be able to give formal and informal feedback.

#### How much time will my manger need to complete the programme?

**Approx. 14 hours** - There are 4 x 2-3 hour sessions, (Via Zoom or onsite - so no traveling time required.) There is also a small amount of prep required and an hour follow up.

#### How much will it cost?

- **Virtual 121 programme** = £495 + VAT (Per Person)
- **Virtual group programme** = £1200 + VAT (Max 6 people)
- **Face-to-face group programme (Hampshire/West Sussex)** is £1495 + VAT (Max 8 people)

#### What do I do if I have a question?

Simply send an email or phone to discuss any questions you might have about the programme.



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