



# THE LIGHTBULB PROGRAMME for Supervisors & Line Managers

## Giving Your Supervisors & Line Managers the Confidence to Manage their Team, So You Can Manage the Business

As your company grows, you've taken on extra employees to help with your success. But along with these new employees comes new responsibilities, that of managing people.

So, you promoted your best employees to focus on the team, while you focus on the company. But being a great employee doesn't always mean automatically knowing how to be a great people manager. In fact, you seem to be spending even less time on your business as you try to get them to feel more confident and competent in their roles.

### The Lightbulb Programme is for your Manager/s if:

- They are new to their role
- They are experienced but unclear on their job role
- They send mixed messages and don't get the right outcomes
- They struggle to communicate effectively with all levels
- They could be more proactive in their one-to-one meetings
- They are too blunt or too timid when setting expectations
- They put off giving feedback
- Or you simply want to support them to succeed in their 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 delegates 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;  
[nikie.forster@curiouslighthouse.co.uk](mailto:nikie.forster@curiouslighthouse.co.uk) / 07738 203903



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## Programme Outline

### Consultation

There are lots of Management Development programmes out there, so how do you know this is the right one to invest in for your teams development? Well, before you sign up your manager to the programme, we'll have an initial Zoom chat about how the programme works, my experience as an Learning and Development professional, we'll discuss your manager/s and their needs and anything else you want to know.

### Meet and Greet

It's important participants feel they understand the programme and feel at ease prior to starting the programme. So for our **121 Programme** - a 30 min Zoom chat will be scheduled for the Meet and Greet chat. And for our **Group Programme** - A short video message will be sent to the group with the option to make contact prior to the programme starts.

### Getting ready

**Dates and times** - These will be set before the programme starts for both Group and 121 programmes. this help keeps momentum and structure in place.

**Learning Pack** - A pack will be sent out to each participant prior to the programme starting. This will include: Workbook, creative resources for each session.

### Programme sessions

Group and 121 programmes will follow the same outline (but will be flexed to meet the participants needs) These 4 sessions are 2 - 3 hours long and are run on-site or virtually to allow for learning to be practical and implemented immediately.

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

### Follow up session

Over the four sessions lots of learning will take place, but it's also important to have time to implement these new skills and have the opportunity to discuss what has worked and what hasn't. That's why this programme schedules in a 1-hour virtual follow up session approx. 6 - 8 weeks after the last session has been completed.

### Certificate

Once the programme is complete, a Certificate of Achievement will be sent via email to each participant

*"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

#### 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 expected 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?

The cost of a virtual 121 programme is

£495 + VAT (Per Person)

The cost of a virtual group programme is

£1200 + VAT (Max 6 people)

The cost of a 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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