

## **S7 Support Staff Leadership Programme**

### **Gorse Hill, Woking**

- 9.00am      **Registration (tea and coffee available)**
- 9.15am      **Introduction and welcome**
- 9.20am      **Learning to Lead**
- 11.00am     **BREAK**
- 11.15am     **Dealing with People**
- 1.00pm      **LUNCH**
- 2.00pm      **Time Management and Prioritisation**
- 3.00pm      **BREAK**
- 3.15pm      **My role within the College**
- 4.15pm      **Plenary, Action Planning and Evaluations**
- 4.30pm      **Programme close and depart**