



First Line Managers Training Programme

Dear **[NAME]**

At (enter Company name here) we have long recognised the importance of investing in training and development.

Over recent years, training has mainly focussed on business operations where Health, Safety and Wellbeing have posed the greatest risk and therefore the greatest opportunity for development.

We acknowledge that training for First Line Managers is an important and integral part of the sustained growth of the organisation with many managers having been promoted from within the business with little or no formal training or development off the job.

With this in mind, I have been working with the Senior Management Team and Directors to develop a training programme tailored and targeted to the needs of first line managers across the business to support with effective leadership, compliant site management and enhanced team performance.

The purpose of the training is to initiate a process of improvement across the business by means of a shared understanding of the management processes, policies and procedures that we all need to work towards to achieve both our personal and business goals.

The programme will provide clarity of the tasks that are expected of you in your role as well as providing an understanding of the core skills needed by all First Line Managers. Equally it will provide a platform for you and other managers from across the business to come together and share ideas and areas for improvement to further better the first line manager's role within our business.

Due to the current business landscape, this training will take place remotely via Microsoft Teams. You will require access to either a tablet/laptop/PC and a good Wi-Fi connection.

Your training will take place on:

[DATE AND TIME]

You will shortly receive a calendar invite with a link and instructions to join the teams meeting along with the Training Agenda. Course materials will be issued prior to the training to reference during the programme.

Should you have any questions prior to the training please let me know.

Kind Regards