



ABS Development Programme for Heads of Department (DPHOD) 2010

"I found the ABS DPHOD Training Programme truly rewarding. The sessions were extremely well facilitated and the topics covered highly relevant. A high level of trust was quickly established within the group and this meant that any issue could be discussed with honesty in a supportive environment."

Head of Department



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Overview

The role of Head of Department and those with similar titles and levels of responsibility has become increasingly pressured and challenging in a highly competitive market. This programme has been designed in response to requests from ABS members and is designed specifically for those who are new to, or aspiring, to such positions. Many individuals in these positions may have received little specific training for their roles or perhaps may have found their own institutional provision rather too general or lacking in external reference points. This national ABS programme is business school specific, and will involve a range of presenters from other UK Business Schools.

Main benefits

- Practical help and advice with everyday work problems
- The opportunity to learn best practice
- A lasting, supportive network of like minded colleagues
- Introduction to new areas of management to help career prospects
- A greater appreciation of challenges and opportunities facing the business school sector

How is the course organised?

The programme is based on creating a group of between 10-16 participants who commit to attend all four sessions. Sessions will not be available for separate one-off bookings.

Where

Sessions will normally take place in London at ABS offices and run from lunchtime to lunchtime. Accommodation will be reserved in a hotel close to the ABS offices.

When

- Session 1** Thursday 11 & Friday 12 March 2010
- Session 2** Thursday 17 & Friday 18 June 2010
(Business Schools Visits)
- Session 3** Thursday 30 September & Friday 1 October 2010
- Session 4** Thursday 25 & Friday 26 November 2010

Cost

The cost of the 2010 programme is £2500 per person, which covers the course sessions, materials, hotel, dinner, lunches, breakfast and refreshments. Payable in two instalments, deposit on registration of £1250, final payment at commencement of programme of £1250.

"I have found this an extremely valuable programme. The realisation that others face similar challenges, uncertainties, fears and hopes has been helpful for my own self reflection. I value the discussions, the gentle guidance and facilitation and the willingness of guest speakers from other institutions to share their insights."

Head of Department



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Programme

Three main areas have been identified for the programme. However, there is opportunity built into the sessions, to enable the specific requirements of the individual participants to be addressed. The programme is highly participatory and will encourage sharing and comparing of challenges and good practice.

Facilitator: Elspeth Macfarlane, Head of Consultancy & Corporate Learning, Oxford Brookes University Business School

Sessions

Participants will have the opportunity to shape the detailed programme and include their own specific requirements.

Session 1:

The role of Heads of Department (HODs) and the wider business school environment

Thursday 11 and Friday 12 March 2010

- Key features of the HE environment
- Institutional strategies and policies
- The roles of HODs and the important interfaces with Deans, Senior Managers, Programme Directors and Others
- HOD's as leaders
- Business School Mission, strategy and Culture

Session 2:

Visit to business schools

Thursday 17 and Friday 18 June 2010

- Visit to UK business schools with a focus on structures, processes and procedures in relation to Heads of Department

Session 3:

Managing Human Resources, Finance and Quality

Thursday 30 September and Friday 1 October 2010

- Managing performance of yourself and others
- Financial Flows in and Out of the Institution
- Resource/workload Planning
- Quality Measures

Session 4:

Interactive session

Thursday 25 and Friday 26 November 2010

- The Recruitment Process
- Commercial Activity and Executive Education
- Where do we go from here? Plans to enhance performance

Follow up

Delegates will have the opportunity to attend at least one DPHOD 'alumni' re-union event organised by ABS (to be charged separately).

"The programme gave me an invaluable networking opportunity as well as the ability to put my own experiences into a broader context."

Professor, South East

"It gave me the time and space to think about my role, and to share experiences with others. It also gave me the chance to see my role in a wider context."

Group Convenor



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Registration Form 2010

Please **tick one of the boxes** below

I would like to register for the ABS Development Programme for Heads of Department (DPHOD)

Full programme including lunch, refreshments, dinner, overnight accommodation and breakfast.

£2500

Payable in 2 instalments (Deposit £1250, final payment £1250 on commencement of programme). **Please Quote/Attach Purchase Order Number.**

If you wish to be invoiced for the full amount instead of instalments, for which we must receive payment prior to the commencement of the programme, please tick the box.

I cannot participate in the 2010 cohort, but would wish to be considered for the programme in 2011 (we will email you with details when they are available).

For further enquiries and to return this form by fax or post by 2010:

Vicky Reid

Association of Business Schools
137 Euston Road, London NW1 2AA

Email: vreid@the-abs.org.uk

Tel: 020 7388 0007

Fax: 020 7388 0009

If your institution is paying then your registration MUST include a valid purchase order number

If we receive a form without a valid purchase order number, it will be necessary to return the form and request its proper completion. This is due to changes in University finance office procedures.

Purchase Order No

Name

Position

School/Department

Institution

Address

Email

Phone

Mobile

Fax

Signature

Please keep me informed of any relevant news from the ABS
Note: your information will not be passed on to any third parties

NB: ABS offices are not DDA compliant. ABS reserves the right to change elements of the programme if necessary.