**A Comprehensive Development Programme for Practice Mangers and Supporting Staff - Programme Content**

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| **Practice Managers** | **Assistant/Aspiring Managers/Admin Team Leaders** |
| **Annual Face to face Peer Review & Personal Development Plan**   * The Peer Review provides an opportunity for APMs to explore their career to date, their aspirations, learning needs and what opportunities there are to fulfil their potential. The review is provided by an experienced Practice Manager who has undergone Peer Review Training. * The Peer Reviewer and the Assistant Practice Manager together create a PDP to work towards.   **6 Month Telephone Follow Up**   * The Reviewer contacts the Manager at a 6 month interval to monitor the progress with the PDP.   **Coaching and Mentoring**   * The Managers are given the opportunity to take advantage of the coaching and mentoring offered by our professionals who are competent in C&M. This offer is now being made available to PMs as a stand alone module, rather than in conjunction with the Peer Review, as in previous years.   **Peer Support System (Buddying)**   * Experienced managers will offer support to new and relocating managers. This will include a Welcome Contact as soon as the new manager is in post. The support will be offered for a period of time determined between the two managers. The Peer Support will offer general advice, a who’s who in the locality and be on the end of the telephone to answer questions on an ad-hoc basis.   **Interactive Forum on LMC Website**   * The LMC website will provide an interactive forum for Practice Managers. This will allow real time discussions and advice exchange between managers on topical subjects.   **Signposting to LMC and other Providers for Training** | **Annual Face to face Peer Review & Personal Development Plan**   * The Peer Review provides an opportunity for APMs to explore their career to date, their aspirations, learning needs and what opportunities there are to fulfil their potential. The review is provided by an experienced Practice Manager who has undergone Peer Review Training. * The Peer Reviewer and the Assistant Practice Manager together create a PDP to work towards.   **6 Month Telephone Follow Up**   * The Reviewer contacts the APMs at a 6 month interval to monitor the progress with the PDP.   **Coaching and Mentoring**   * The AMPs are given the opportunity to take advantage of the coaching and mentoring offered by our professionals who are competent in C&M. This offer is now being made available to APMs as a stand-alone module, rather than in conjunction with the Peer Review, as in previous years.   **Networking Meetings**   * Bimonthly, informal meetings amongst peers, providing the opportunity for networking, group discussion, sharing best practice and identifying training needs within each locality.     **Interactive Forum on LMC Website**   * The LMC website will provide an interactive forum for Practice Managers. This will allow real time discussions and advice exchange between managers on topical subjects.   **Signposting to LMC and other Providers for Training** |