Menu of Development Activities

Program Manager

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| Key Competencies | Development Activities to Gain Technical Competencies |
| 1. Communication 2. Critical Thinking 3. Content experience - helpful but not essential 4. Strong writing skills (ie: proposals, reports) 5. Decision Making Skills 6. Problem Solving 7. Planning Skills 8. Organizational Skills 9. Time management 10. Accountability 11. Interpersonal Skills 12. Amplify Success (leveraging the strengths of others) 13. Delegation 14. Coaching skills 15. Flexibility 16. Deal with pressure from above (SLT) and below (Supervisor/Service Delivery) 17. Performance Management 18. Having difficult conversations 19. Risk management: identify risk, report and develop a response 20. Funder relationships with contract managers 21. Program Enhancement/Development 22. Project management 23. Program Review | 1. Coaching (pre conversations, being a part of the activity, debrief) 2. Co-chairing external meetings (coach to purpose of the meeting, what will be discussed, debrief, coaching throughout) 3. Analysis skills, for specific areas, analyze a project/issue (Critical Incident analysis for a program/agency, program budgets, program outcomes) 4. Co-writing reports (proposals, funder reports) with coaching 5. Attending role related meetings (funder tables, collaborative meetings, contract reviews) 6. Vacation cover off for the role (problem solving and decision making, debrief afterwards). Get to experience decision making/problem solving 7. Leading a focus group 8. Co-facilitate training/Develop training (develop something that isn't the norm or already ongoing, train the trainer) 9. Lead/Chair/Co-Chair a committee. Stepping out your comfort zone, something you may not otherwise experience 10. Identify learning/skills you think you need 11. Deal with/mediate a crisis/resolve a conflict. Lots of opportunity to do this, let others have the experience with feedback 12. Develop transferable skills (Skills such as critical thinking, prioritizing, leadership, etc. may be more important the t ). If you have the skills to manage/supervise a program you should be able to manage/supervise any program, you can learn the CS/non-status details as you go. 13. Managing multiple projects//demands/prioritizing. Juggling multiple programs, priorities, etc.decision making ability, Identify someone with this skill to learn 14. Represent the agency at an event, public relations, McMan expert/ambassador 15. Have a role in some major agency initiatives (TIP, BC, etc.) 16. Co-lead a major project 17. Cross review other programs (Annual Program Reviews). Someone else might see things from another perspective or lens. Someone from a CS program attend a review for the non-status funded program. |