**ReadMe File: Good Employment Learning Lab**

The Good Employment Learning Lab developed line manager’s people management skills in relation to three management challenges and the data files are organised in relation to Management Challenge 1, 2 and 3. The management challenges addressed were:

* **Management Challenge 1:** Values Based Recruitment (Adult Social Care Learning Lab) and Managing Agile and Secure Working (Greater Manchester Good Employment Learning Lab).
* **Management Challenge 2:** Managing Conflict and Managing Creativity.
* **Management Challenge 3:** Getting the Best Out Of Your Team

***For more information, see the project website and the project report (listed as the last document in the table below) which includes an account of our methodology .***

The files uploaded are as follows:

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| **Files** | **Description of Content** | **Number of Files Included** |
| Management\_Challenge\_1\_Completed\_Interviews\_March\_2023 (zip file) | Interviews with managers following participation in a Masterclass and/or Peer Learning Set and/or Coaching in Management Challenge 1. | 49 word files |
| Management\_Challenge\_1\_Completed\_Portfolios\_and\_Surveys\_March\_2023 (zip file) | Surveys or portfolios completed by learners to reflect on their learning in Management Challenge 1 and to collect further data about their learning journeys. | 40 word files |
| Management\_Challenge\_1\_Completed\_Coaching\_Notes\_March\_2023 (zip file) | Notes about the coaching sessions undertaken in Management Challenge 1 made by the coaches. | 20 word files |
| Management\_Challenge\_2\_Completed\_Interviews\_March\_2023 (zip file) | Interviews with managers following participation in a Masterclass and/or Peer Learning Set and/or Coaching in Management Challenge 2. | 50 Word files |
| Management\_Challenge\_2\_Completed\_Portfolios\_and\_Surveys\_March\_2023 (zip file) | Surveys or portfolios completed by learners to reflect on their learning in Management Challenge 2 and to collect further data about their learning journeys. | 70 Word files  (20 Conflict Surveys, 16 Creativity Surveys and 34 Portfolios) |
| Management\_Challenge\_2\_Completed\_Coaching\_Notes\_March\_2023 (zip file) | Notes about the coaching sessions undertaken in Management Challenge 2 made by the coaches. | 26 Word files |
| Management\_Challenge\_3\_Completed\_Interviews\_March\_2023 (zip file) | Interviews with managers following participation in a Masterclass and/or Peer Learning Set and/or Coaching in Management Challenge 3. | 50 Word files |
| Management\_Challenge\_3\_Completed\_Portfolios\_and\_Surveys\_March\_2023 (zip file) | Surveys or portfolios completed by learners to reflect on their learning in Management Challenge 3 and to collect further data about their learning journeys. | 90 Word files  (44 Portfolios and 46 Surveys) |
| Management\_Challenge\_3\_Completed\_Coaching\_Notes\_March\_2023 (zip file) | Notes about the coaching sessions undertaken in Management Challenge 3 made by the coaches. | 31 Word files |
| Data\_listing\_template – one worksheet per data bundle.xlsx | A list of the documents in the above 9 zip files of project data. One worksheet per zip file. | 9 Excel Worksheets |
| Consent form for Managers.docx | The consent form for managers giving informed consent to take part in the research. | 1 Word file |
| Participant Information Sheet for Managers.docx | The information given to managers to invite them to join the project and to give informed consent for participation in the research. | 1 Word file |
| Interview schedule\_AGILE (GM Lab Management Challenge 1).docx | The interview schedule for interview about agile and secure working, the theme for the Greater Manchester Good Employment Learning Lab within Management Challenge 1. | 1 Word file |
| Interview schedule\_CONFLICT (Management Challenge 2).docx | The interview schedule for interviews about managing conflict, one of the themes offered to both labs in Management Challenge 2. | 1 Word file |
| Interview schedule\_CREATIVITY (Management Challenge 2).docx | The interview schedule for interview about managing team creativity, one of the themes offered to both labs in Management Challenge 2. | 1 Word file |
| Interview schedule\_GETTING BEST FROM TEAM (Management Challenge 3).docx | The interview schedule for interviews about getting the best out of your team, the theme for Management Challenge 3. | 1 Word file |
| Interview schedule\_Values Based Recruitment (ASC Lab Management Challenge 1).docx | The interview schedule for interviews about managing values based recruitment in the Adult Social Care Learning Lab in Management Challenge 1. | 1 Word file |
| MC1 SURVEY agile.pdf | The survey that acted as a medium for reflecting about learning for managers learning about agile and secure working in Management Challenge 1. | 1 pdf file |
| MC1 SURVEY vbr.pdf | The survey that acted as a medium for reflecting about learning for managers learning about values based recruitment in Management Challenge 1. | 1 pdf file |
| MC2 SURVEY CONFLICT.pdf | The survey that acted as a medium for reflecting about learning for managers learning about managing conflict in Management Challenge 2. | 1 pdf file |
| MC2 SURVEY CREATIVITY.pdf | The survey that acted as a medium for reflecting about learning for managers learning about managing team creativity in Management Challenge 2. | 1 pdf file |
| MC3 SURVEY.pdf | The survey that acted as a medium for reflecting about learning for managers learning about getting the best out of your team in Management Challenge 3. | 1 pdf file |
| Learning Portfolios used in Management Challenge 1.zip | The learning portfolios used in Management Challenge 1 (ASC Lab – values based recruitment; GM Lab – managing agile and secure working) | 6 Word files |
| Learning Portfolios used in Management Challenge 2.zip | The learning portfolios used in Management Challenge 2 (managing conflict and managing creativity) | 4 Word files |
| Portfolio – Coaching – Management Challenge 3.docx | The learning portfolio used for coaching sessions in Management Challenge 3. | 1 Word file |
| Portfolio – Peer Learning – Management Challenge 3.docx | The learning portfolio used for peer learning in Management Challenge 3. | 1 Word file |
| How to Develop The People Management Skills of Line Managers – Good Employment Learning Lab.pdf | A final report from the project. This includes details of the project methodology. | 1 pdf file |