



Workshop Overview

Promotion into management is an extremely rewarding feeling, however the role of manager is perhaps not one you may be fully prepared for. Swamped workloads, juggling tasks, conflicting pressures, dealing with internal politics and overcoming obstacles to individual and team success. This 3-day management essentials programme has been designed especially in preparation for these eventualities and equip you with the fundamentals of great management.



Benefits

This intensive and very practical workshop gives delegates the essentials of good management, management theories, best practice skills and techniques to apply back in the workplace.

Outcomes & Content

- ✓ The purpose and responsibilities of management
- ✓ The task, the team and the individual
- ✓ How to build better teams
- ✓ Which behaviour works and when
- ✓ Developing a more participative style
- ✓ Communicating with impact
- ✓ Facilitation techniques for managers
- ✓ Running team meetings for better results
- ✓ Time management – maximising your time
- ✓ Performance management – getting SMARTER
- ✓ Motivation techniques
- ✓ Delivering quality feedback
- ✓ The difference between conduct and capability



Who should attend ?

This course is perfect for new managers from all disciplines and backgrounds who are newly promoted into a people management roll or for those who have served in the role for less than 3 years and who would benefit from a refresher on some of the essential management skills.

