



Workshop Overview

As managers we generally know how to manage our own teams and departments without a problem, but when it comes to managing upwards and controlling your manager or others senior figures within the business this is seen as challenging and uncomfortable. It is a delicate situation, however with the right approach and communication style it can be done successfully and even help develop better more transparent and approachable relationships.



Benefits

This innovative one-day course addresses the fundamental issues and teaches you how to be assertive and gain control and most importantly manage your manager for a more effective and efficient working relationship.

Outcomes & Content

- ✓ Understand drivers and motivators
- ✓ Understand the workplace challenges
- ✓ Explore relationship improvements
- ✓ Assess your current strengths and weaknesses
- ✓ Communicate effectively with upper levels
- ✓ Understand different management styles
- ✓ The management styles of your senior managers
- ✓ Understand how to complement these styles
- ✓ Learn effective tools to work with your manager
- ✓ Discover the importance of two-way comm's
- ✓ Understand how to motivate your managers
- ✓ Learn how to successfully delegate
- ✓ Develop a personal action plan



Who should attend ?

The course is designed for people who want to have more influence and authority when dealing those senior to them. This course will be beneficial for PAs, line managers, middle managers and anyone who needs some tips on how to manage their manager.

