

Duration 2 days

Course Description

Managers often feel that they would like an opportunity to examine and practice their management skills, evaluate their style and explore ways of managing more effectively.

This course is designed for anyone newly appointed into a managerial role, or for experienced managers in need of a 'refresher'

Aim

To cover a range of skills essential for effective management and team leading.

Objectives

By the end of the course, delegates will be able to:

- Recognise their responsibilities as a front-line manager
- Cope with the difficulties involved in managing others
- Develop their key management skills and practice them in a non-threatening environment

Subject Areas

- Roles and responsibilities
- Communication skills
- Giving effective feedback
- Leadership styles
- Situational Leadership
- Delegation & Motivation
- Team building
- Using Management 'tools'