

Duration 2-8 days

Course Description

Managers often find themselves in managerial positions with little time to examine their management practice and skills, evaluate their style and explore ways of managing more effectively.

Very often managers find themselves managing the 'task' with little time to develop the team or develop individuals.

Our management development programmes use a range of tools and models designed to raise a managers self awareness and increase management effectiveness as a result.

Each programme is tailored to the needs of the organisation and can vary from a 2 day programme to an eight day programme.

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 task, team and individual.

Develop their key management skills and practice them in a non-threatening environment.

Subject Areas

- Roles and responsibilities
- Managing the Business
- Managing the Team
- Managing the Individual
- Managing Change
- Effective Communication
- Giving and receiving effective feedback
- Leadership styles
- Situational Leadership
- Delegation & Motivation
- Performance Management
- Coaching & Mentoring
- Questioning & Listening
- Using Management 'tools'

All programmes are designed to tackle real business issues and can be augmented by individual coaching following the programme to ensure actions are embedded.

In addition programmes can be designed with action learning sets attached to them so that work based projects can be tackled and delivered as an integral part of the programme.