

# Introduction to Management

**Aim** To equip new or prospective Managers with the knowledge required to achieve immediate success in their role

**Objectives** By the end of this workshop, participants will be able to:

1. Describe the changes involved in making a successful transition from Supervisor to Manager
2. Name the three core elements within the managers role
3. Explain how to avoid the mistakes that newly promoted managers can make
4. Describe what is involved in performance management
5. Explain the differences between managing and leading and how to combine them
6. Describe what being assertive looks, sounds and feels like
7. Produce a personal action plan

## Format

This interactive workshop will boost the competence and confidence of new or prospective managers

## Overview

- How being a Manager differs from being a Supervisor
- An exploration of the differences between Leadership and Management
- Avoiding the most common mistakes that new managers make
- How to consistently fulfil the three core requirements of the management role
- The principles of performance management
- Increased impact and influence through enhanced assertiveness
- How to motivate yourself and others
- How to help others improve their performance by providing effective feedback and coaching
- Participants will complete their personal action plans

