

Management Skills

Aim To provide managers with the knowledge, skills and self-awareness required to be even more successful

Objectives By the end of this two-day workshop, managers will be able to:

1. Explain what is involved in being a successful manager
2. Describe the different ways in which they can help others improve their performance
3. Explain how they can combine managing and leading in a dynamic way
4. Name the six leadership styles and explain when each one is the most effective
5. Describe what twenty first-century assertiveness looks and sounds like
6. Produce a personal action plan

Format

These two days combine foundational management principles with interactive exercises

Day One

- How to consistently fulfil the three core requirements of the management role
- An exploration of the essential differences between managing and leading
- The six classical leadership styles
- The principles of performance management
- How to motivate yourself and others
- How to build high-performance teams

Day Two

- A participative consolidation of day one
- Increased influence through assertive behaviours
- How to delegate and empower effectively
- Coaching skills for continuous business improvement
- Participants will finalise their personal action plans

