



Management Toolkit

delivered by:



In the 21st Century, the role of the manager is becoming one where you need to get more out of less, and where change is the only constant. Some of the tools and techniques may be getting tired and not working so effectively any more. This course is designed for those who need to learn new ways of dealing the challenges of management or those who simply want to brush up on them.

Aims

This interactive workshop offers managers the opportunity to explore their current management/ leadership style, skills and behaviours with the aim of enabling them to apply new skills and adapt behaviours to be a better manager. The programme will offer delegates the opportunity to identify actions based on real work issues.

Who is it aimed at?

Managers who have had some basic training or experience and want to develop their skills still further.

Outcomes

At the end of the programme participants will be able to:

- Identify the role of a manager in adding value to the business.
- Review their business/departmental objectives to determine how they enhance the business, team and individuals.
- Identify and review techniques for planning, organisation and control of resources to achieve the business objectives.
- Explore and review how to enthuse and motivate individuals.
- Understand their own leadership style and identify how to adapt their style to help engage individuals and the team.
- Identify actions to improve communication and adapt behaviour to build effective relationships with individuals.

Programme

- Role of the manager: Business or HR consultant or both?
- Setting direction and strategy
- Resource management and monitoring
- John Adair – action centred leadership
- Freemantle's motivation concepts for people and teams
- I'm OK are you? Transactional analysis communication model

Duration - 2 day programme

Pre work - You will be asked to get people to complete a questionnaire about your leadership style.

Maximum number of delegates: 12

Cost: 2.5 units

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com