



Introduction to Management Training

Course Fee - £1,480 + VAT for up to 12 delegates

This 2 day introductory course is designed with the new and up-and-coming managers in mind and is centred around the requirements based upon training needs. It will provide a foundation for all the skills, styles and behaviour required to become an effective manager. Today's manager needs to be able to motivate a team, adapt to change, handle difficult situations and people and have the skills to coach and develop their team.

You will return to your workplace having the insight and knowledge of management skills that you can use to manage yourself and others.

Who should attend?

New Managers, Supervisors and Team Leaders

Objectives

What is an effective manager?

What is the difference between a manager and a leader?

What are the key duties of a manager?

What makes a good manager?

Management Styles

What are management styles and how to find out your preferred style. How can your style affect your team and their performance

Coaching & Feedback

Give coaching and feedback to your team to help their personal and professional development.

Communication Skills

How to get your point across in a clear, concise and positive manner

How to use verbal and non-verbal communication to become effective

Managing Conflict

Manage conflict more effectively

Use communication and process techniques to allow you to handle conflict situations

*Manatec Limited, Drawing Court, Gilbey Road, Grimsby, DN31 2TN,
Tel 01472 344144 Fax 01472 343100 Company Registered in England No. 2561964*





Managing Performance

How to set goals, objectives and put development plans together
Review performance and manage under-performers
Deal with difficult people in an effective manner

Motivation & Understanding

Understanding motivational techniques, values and beliefs and how to adapt your communication to get the best of the team at all times

Time Management

Managing time and juggling workloads
Learn how to prioritise your work
Appreciate what is important and what is a priority

Art of Delegation

How to delegate to others and use management techniques

2 day introductory course

Course certificates and handouts are provided

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