

Your organisation, like most others, probably has a regular turn-over in your management team. New managers join whilst others move on to more challenging roles, and we all recognise the importance of management development. Operational pressures, coupled with scheduling and budgetary constraints, often mean that several months, or even years, may pass before any manager receives any focused management training. And by then it may be too late...

We believe this course plugs this important gap by providing a productive, stimulating, positive and empowering experience for every manager who attends.

Your Workshop Leader: Tony Bray

Author of 'A manager's first 100 days' published by CIPD

LEARNING OUTCOMES

By the end of this course, participants will:

- Understand the key role they have in encouraging and developing their staff.
- Have explored the key elements essential for peak personal performance.
- Understand which management style is appropriate for different situations.
- Have both given and received feedback during practical sessions.
- Overall, feel more confident about their ability to get the very best from their team.

KEY TOPICS

- Setting direction: SMART objectives.
- Action-centred leadership.
- An effective manager...
- Varying your management style.
- Effective delegation.
- Harnessing personal motivation.
- Coaching for success.
- Personal action planning.

LEARNING METHODS

- This two-day course follows the usual pattern of tutor-presentations and small group discussions.
- In addition, throughout the two days delegates are asked to manage teams for specific, practical exercises, after which they receive immediate feedback on their management style from their team.

Outline Programme

Welcome and Introductions

Setting direction – SMART objectives

- Establish 'line of sight' with corporate objectives.
- Agreeing SMART objectives

Action-centred leadership

- Explore the three key components.
- Assess the impact of the three styles.

An effective manager...

- Delegates review their own experiences.
- What makes for an effective manager?

Varying your management style

- Explore four different management styles.
- Delegates relate theory to their own situation.

Effective delegation

- Discuss the barriers and benefits of delegation.
- Consider how to delegate affectively.

Harnessing personal motivation

- Relating the 'classic' motivation theories to modern times.
- How to discover and harness personal motivators.

Coaching for success

- The key steps for coaching success.
- Using appropriate interpersonal skills.

Personal action planning

WHO SHOULD ATTEND

Managers or team leaders who are moving to more challenging roles, or newly appointed managers or team leaders.

Please Note: in order to ensure a high degree of interactive coaching, optimum number of delegates to this two-day workshop = 8



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