

# Introduction to Management Skills



A 2-day programme

## Who for:

Those recently appointed to their first management role, or those anticipating their first promotion to management within 12 months.

## In this programme, you will learn and practise:

- The difference between management *style* and management *skills*, and why it matters
- How to set practical goals, plan, co-ordinate, monitor and review tasks and projects effectively and efficiently
- How to manage people and your team; how to be clear about expectations, how to give feedback, how to set performance objectives and development plans
- How to manage constructively poor performance and behavioural issues
- How to motivate and delegate effectively

