

Further Management Skills



A 6-day programme

Who for:

All managers who would benefit from a structured overhaul and updating of fundamental skillsets.

In this programme, you will learn and practise:

- Managing tasks and projects: clarifying outcomes and specifications, planning and allocating tasks, co-ordinating people, processes and resources, monitoring milestones, reviewing to improve processes and performance
- Managing performance: defining job roles, priorities and performance standards, objectively assessing performance against standards, reviewing positive performance, constructive critical feedback, goal setting, and planning development
- Time management and delegation: key skillsets; planning effectively using well-formed outcomes, reducing or eradicating time thieves, prioritising and establishing agreed priorities, planning and co-ordinating effective delegation
- Managing change, stress and resilience: how to plan, co-ordinate and influence change, how to prevent and pre-empt stress, how to manage and support others through stressful periods, how to build resilience in your organisation, your team and individuals
- Motivation and communication: what makes people want to contribute and extend themselves? How motivation differs between individuals; the single most powerful motivator; using communication as a motivation tool; spotting and avoiding demotivation
- Update on Equality, Employment Law and Best Practice: basic essentials that managers need to know, practical application of the principles in everyday situations, how to steer a safe course knowing you are acting fairly and doing the right thing

