

Management Skills Workshop

Holding a management position is a major achievement and postholders want to give their best. But someone who is experienced in the job doesn't necessarily make a good manager - management has its own knowledge and skill requirements. This course fulfils these requirements in a practical way, giving managers the confidence and skills to get better results.

By the end of the course delegates will be able to:

- identify different management styles, including their own, and recognise where each is most effective
- understand the role of their positions in relation to the hierarchy of their organisations, as well as their teams
- direct and motivate a team using effective communication and delegation, and demonstrate individual coaching and development techniques
- plan and control workload
- apply proven decision-making and problem-solving skills

The course includes:

- identifying the delegates' job responsibilities and areas for personal development
- managing tasks and people
- planning and prioritising to achieve business objectives
- leadership skills
- ensuring the team is effective
- communicating effectively with team members
- role playing, questionnaire analysis and group discussion to reinforce key learning points

This course is suitable for managers and senior staff who wish to develop their personal, task and people management competencies.

Duration: 2 days



The Island Partnership

Trinity Road, Sheerness, Kent, ME12 2PF. Tel: 01795 596700