

Introduction to Management

This three-day programme has been designed specifically for aspiring managers and will incorporate their own issues in the business with practical skills required to take on the role of manager.

Suitable for:

New managers, deputy managers, aspiring managers

Objectives:

- Understand the authority and responsibilities of a manager
- Develop leadership and team building skills
- Gain the confidence to lead teams effectively in times of change

Programme:

- Motivation and delegation
- Accountability
- Empowerment
- Coaching
- Managing change
- Assertiveness
- Delivering and receiving praise and criticism
- Handling conflict
- Leadership and management
- Leadership models/styles
- Team roles
- The stages of team development
- Practical exercises
- Plans for the future

Duration:

Three days