

# Introduction to Management



## **Introduction to Management**

This course is designed to help delegates to make a smooth transition into Management. It covers a variety of topics for employees who are new to the management role to better equip them to manage and lead their team. The focus is on knowing yourself - strengths as well as weaknesses - and how your behaviour affects those around you. In all, the course identifies how a leader; creates a productive and effective environment, makes sure goals and expectations are clear, observes and monitors performance, and gives appropriate and effective feedback.

### **Course Highlights:**

#### **The art of effective Management:**

- The key aspects of effective Management
- Identifying the key skills and characteristics of successful Managers
- Reviewing your own personal leadership style

#### **Building effective teams:**

- Being a role model to the team
- Defining an effective team
- Agree a code of conduct for their team behaviour
- Identifying team strengths and development areas
- Using organizational goals & objectives to define team & individual objectives
- Creating SMART objectives
- Systems for monitoring performance of the team & individuals
- Develop motivational tactics for maintaining momentum within the team
- Giving positive and negative feedback

#### **Core Skills:**

- Understand how others are motivated & how you are motivated
- Creating an Empowering environment
- Effective delegating
- How to communicate effectively

**Course Duration – 2 days**

**Course cost - £795.00 per delegate (plus VAT)**