



Introduction to Management

Course outline

Audience

Recently appointed project leaders and line managers and/or more experienced managers seeking more formal training.

Duration

Three one-day modules

Objectives

To equip line managers and project leaders with tools and techniques that will enable them to progress smoothly and effectively from a team member to a management role.

At the end of the programme participants will be able to:

- Identify the key result areas of their own job and those of their team so they can plan their workload to achieve their objectives
- Set objectives which people are committed to achieve
- Be more aware of their own leadership and communication style and adapt it as appropriate to support, motivate and develop individual team members
- Appreciate the various working practices essential to the optimum effectiveness and productivity of their teams
- Analyse the likely causes of people problems at work and develop strategies to resolve them
- Be able to reflect upon and highlight areas for concentration and further learning / development

Content

Managing the Individual:

- Roles and responsibilities
- Motivating individuals
- Communication
- Managing performance and developing people
- Dealing with difficult people and situations

Building the Team:

- Stages of team development
- Team roles
- Adapting your leadership style
- Good practices for effective team working

Managing the Task:

- Managing time and setting priorities
- Delegation
- Managing projects, processes and problems

The course is highly interactive and involves discussion, individual and group exercises, and opportunities for personal coaching and feedback.

Availability and cost

Please get in touch with the training provider at info@riverrhee.com, tel +44 (0) 7876 130 817