

Key Management Skills training - 3 days

This management skills training course is designed for newly appointed and/or existing managers who have received little or no formal management training to help them perform effectively within the role.

The comprehensive 3 day management skills course is highly-interactive and provides excellent coverage of the essential knowledge, skills and techniques for success as a manager.

Key Management Skills Training Course Objectives:-

As a result of completing this management training course, delegates will:

- Appreciate the key skills and attributes required of an effective manager.
- Assess their own management profile and the impact on performance.
- Consider a range of leadership styles and recognise when each is appropriate.
- Develop delegation skills and techniques.
- Understand the principles of One Minute Management.
- Recognise the key motivators of people at work.
- Recognise the importance of effective goal setting.
- Develop the skills needed for constructive feedback.
- Identify the 4 reasons that lead to under performance.
- Enhance communication and interpersonal skills.
- Identify the factors that deliver high-performance team working.
- Examine and practice applying two types of coaching.
- Develop a personal action plan for implementation in the workplace.

Key Management Skills Training Course Content

DAY ONE

- The Management Role – Key Skills & Attributes
- Management Profile
- Leadership Styles
- Effective Delegation & Monkeys

DAY TWO

- One Minute Management
 - Goal Setting & Motivation
 - Feedback Skills
 - Managing Performance
- Communication in Management

DAY THREE

- Building a High-Performance Team
- Coaching & Learning
- Programme Review
- Action Planning