

Management Skills

Course ref:MN1

Course aims:

- to introduce delegates to the principles of management
- To develop their skills in using management tools
- To help delegates focus on getting the best out of their team
- To introduce delegates to the psychology of management today

Benefits of attending:

- High quality training by experienced management professional
- Practical exercises to support the learning process
- Training can be geared to your individual organisation's situation

Outline of programme:

- What is meant by "managing", and how most of us do it, every day
- How organisations and structures work
- Which management style is most appropriate for your situation
- How to set and achieve goals
- How to recognise good and bad management
- Maslow's hierarchy of needs
- How to motivate people - even those who do not report directly to you
- How to pace yourself - and manage your time effectively
- How to assess risk and make management decisions
- Dealing with forecasting and goal setting
- Implementing change through co-operation and consultation

Duration:

This course normally operates as a 1 or 2-day course, depending on the depth required and issues which need to be covered. It can also be run as part of a series, together with Time Management, Team Building, Controlling the Costs, and Finance without Fear.