

Essential Leadership skills

2 day workshop programme designed for the emerging leaders of today

call: 01392 580560



Workshop style and approach

A fast paced workshop which provides a comprehensive overview of management practice. Tutorial session case studies and interactive practical work make this engaging workshop an excellent grounding for new managers and those seeking to develop further.

Learning outcomes

Following the workshop you will be able to:

- Describe the main functions of management
- Be able to schedule work appropriately

- Understand how to communicate well to get the best out of people
- Organise yourself and allow sufficient time for important tasks
- Understand the key principles of delegating tasks to members of a team
- Use questioning to gain a full understanding of a situation without delay
- Demonstrate the key attributes of time management
- Delegate tasks to maintain a good working environment

Workshop Outline

- Roles and responsibilities of a manager, core competencies and reasons to succeed.
- Managing people
 - Scheduling and planning workloads
 - Establishing standards for work
 - Motivating & monitoring staff
 - Effectively addressing underperformance
- Communicating effectively
 - The appropriate use of questioning and listening
- Giving feedback to drive up performance
- Meetings as a communication channel
- Team management
 - Personality types and team composition
 - Encouraging and maintaining positive team dynamics
 - Taking on the team leader role
- Developing personal skill for management
 - Personal time management
 - Prioritisation and planning skills
- Action planning