

Managing for Results

AUDIENCE

The course is intended for managers with staff responsibility who have received little or no training in management/leadership skills

This course has been designed to meet the needs of modern managers who probably will have been promoted from a technical or specialist background and now need to develop their general managerial skills, leadership capabilities and style further.

OVERVIEW

The challenge facing managers today is how to demonstrate effective leadership. Part of leadership requires getting those that work with you to share your vision and that of the business. This means taking the responsibility and initiative to look beyond their day-to-day activities for ways to enhance these processes. **Managers manage processes; leaders inspire people and achieve extraordinary results.** This course focuses on both areas, as one should not exist in isolation.

This intensive four-day course, split into two modules of three and one day respectively, will provide a conduit for participants to explore ways to build collaboration, teamwork and trust in those that they work alongside.

In addition, the course aims to broaden an individual's perspective of themselves through the encouragement of personal self-awareness and the development of a more flexible approach. The course seeks to act as the catalyst for capable and ambitious managers, encouraging them to think more creatively about the demanding, and often complex, role of management. As a result of managing themselves more effectively they can expect to become more successful in influencing and, therefore, in managing others.

Advice will be given about how participants can, and should, take personal responsibility for their own continued development

COURSE AIMS

The course aims to give participants:

- *Clarity over their managerial strengths and those areas requiring development.*
- *Greater understanding of how, by adopting a more flexible style and approach, they can become more effective in their present role.*
- *A realisation of the importance of taking action to make things happen, being adaptable, flexible and responsive to meet the ever changing demands of the business.*
- *Guidance on how to become more influential at work, learning and discovering how to manage themselves better, especially in stressful work situations.*
- *Strategies to build collaboration, teamwork and trust.*
- *The skills necessary to provide quality feedback to team members.*
- *An understanding of how to make meetings more productive and employ strategies to improve their own effectiveness during meetings.*
- *The ability to improve working relationships both inside and outside of their teams.*

- *An overview of the competency based interview model within their organisation and how to ensure a match between vacancy and candidate.*
- *Techniques to manage themselves better, especially in stressful work situations.*
- *A process to develop and maintain a specific personal action plan designed to achieve enhanced performance.*

WORK PLACE OUTCOMES

Knowledge gained from the course will give participants:

1. *Improved ability to meet business goals through the effective management of their team.*
2. *Greater confidence in handling the challenges of staff management.*
3. *Improved personal and task organisation.*

COURSE SESSIONS

- *Introduction to Project Planning & Control*
- *The Managers Role as a Team Leader*
- *Can You Really Motivate another Person?*
- *Running Effective Meetings*
- *Situational Leadership*
- *Competency Based Interviewing*
- *Problem Analysis – Tools & Techniques*
- *Developing High Performance Teams*
- *Principled Influencing Skills*
- *Giving Quality Feedback*
- *Contract for Change*

A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.