



STRATEGIC



DIRECTION



TRAINING ON TARGET

## Effective Management Skills

### Introduction

This two day programme helps new or inexperienced managers obtain the skills to:-

- ▶ Understand the business needs and values of their organisation
- ▶ To manage and harness their own capabilities
- ▶ Supervise and direct the operations of others
- ▶ Achieve effective results

### The Course Content

This interactive and practical programme lasts 2 days and will cover these key areas for new or inexperienced managers:-

- ▶ Your role as a manager
- ▶ Building Trust and Credibility with staff and colleagues as a manager
- ▶ Developing better interpersonal skills as a manager
- ▶ Motivating staff
- ▶ Delegating and monitoring performance
- ▶ Conducting difficult interviews
- ▶ Managing time effectively

### Benefits

As a result of attending this programme the managers will be able to:-

- ▶ Understand their management role and establish themselves quickly
- ▶ Build good working relationships with their staff and colleagues
- ▶ Motivate their teams to be effective
- ▶ Monitor and address performance difficulties
- ▶ Achieve more effective results