



Advanced Management Skills

Aims

This course is designed for managers, team leaders and supervisors who have a good experience of management and want to widen their sphere of influence and further develop their Organisational, Leadership and Managerial skills.

Objectives

By the end of this course you will be able to

- Establish an effective method of people development.
- Link performance management, business needs and people development together.
- Use essential skills - leadership, motivation and coaching
- Understand the roles and responsibilities of leaders and managers
- Build relationships, set examples and encourage others
- Commit to an action plan

Who Should Attend

For all managers, team leaders and supervisors who have attended our introduction to Management Skills or who have experience in management and want to further develop their management skills. This course brings together the threads of organisation, team and individual.

Course Content

- Identify the business needs
- Tips for achieving your business plan
- Establishing current reality of the organisation
- What do I need to do to bridge the gap?
- Leadership skills – getting the team on board
- Leadership styles and responsibilities
- Identifying the development needs of your employees
- Performance management
- Coaching skills – getting the best in 1 to 1 conversations
- Deciding on a development route – advantages and consequences
- Matching people, skills and business needs
- Managing and developing our teams through change
- Individual action plan

Duration

2 Days