



Enhancing your Managerial Skills

*“The difference between a boss and a leader:
a boss says, ‘Go!’ - a leader says ‘Let’s Go!’”*

Learning with a difference...

Benefits

- Correct the most common managerial problems
- Lead from the front – manage by leading rather than dictating
- Focus on the objective – drop the irrelevant
- Become a Master of Motivation

Course content

- The top 21st century management problems
- How to change your own behaviour and your workers’
- Focusing on the outcome, while remembering the people
- Tips and techniques that achieve motivation
- Avoid the pitfalls – seven deadly sins
- Promotion: yours and theirs
- Dos and don’ts of performance appraisals
- Discipline and grievance at work
- Financial Management
- Risk Management
- Business Planning

Course overview

An action filled course for existing managers; a long-term manager moved to a more senior role, a technical manager now involved in non-technical activities: build on your existing skills with our Enhancing your Managerial Skills course!

During this course you will experience and practice the techniques that will help you to achieve a positive, productive outcome from the people and resources you are responsible for.

The course uses simulated role-play activities to encourage you to understand, then practice and adopt, techniques to change your approach to focus on positive outcomes in whatever you do and control.

Duration

2 days; 9:30 - 16:30

Refreshments and a buffet style lunch are provided.

Book Now

Call our Sales team on

01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

“The ultimate leader is one who is willing to develop people to the point that they eventually surpass him or her in knowledge and ability.”

- Fred A. Manske, Jr.

Other courses we offer

- Assertiveness
- Project Management
- Finance for Non-Finance Managers

What our customers say about our courses

“Highly valuable and will recommend to others”

“I can’t believe how much time this will save me”

“Uncovered areas of management I’d never thought of before”



People Productivity &
Specialist IT Training



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