

Essential Management Skills

2 day in-house course that can be tailored

Develop the essential skills to become a really successful manager; required for those preparing for, or new to, management.

Overview of course content

Learn the essential skills that will enable you to be an effective team leader or manager:

- Understand the core roles, responsibilities and differences between a Manager and Leader.
- Define your management style, performance management, delegation and empowerment styles.
- Communicate effectively one-to-one and in team meetings.
- Understand team dynamics, assess and improve individual and team energy and performance.
- Enhance your planning and organisational skills.
- Set objectives, conduct proactive performance reviews and develop talent through coaching and feedback.
- Understand and apply Emotional Intelligence.
- Motivate and engage staff.
- Run effective Team Meetings.

Key benefits

Understand the role and purpose of a manager.

Define the core skills and behaviours required to manage teams effectively.

Learn how to manage performance effectively through coaching and feedback.

Develop skills and behaviours to communicate effectively and motivate your team.

Set really SMART objectives.



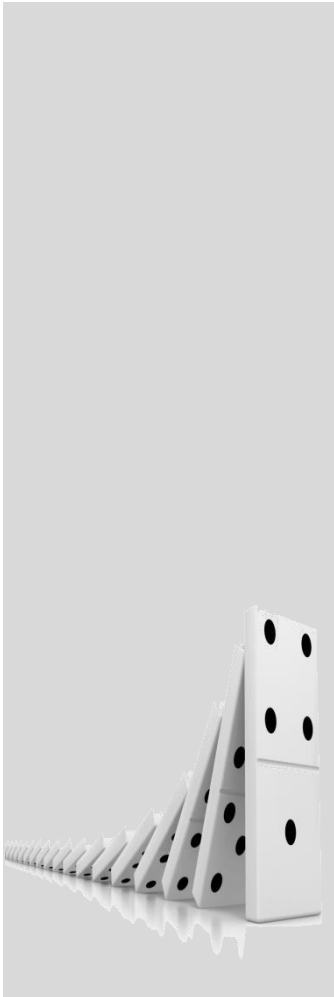
Duration and format

2 day in-house programme where content can be tailored to specific requirements

Who is this course for?

Anyone in, or moving into, a team leader or management position who has yet to receive training in how to manage effectively.

How do we do it?



Roles and responsibilities

- Understand the core purpose of a successful manager.

The core differences between manager and leader

- Identify with the skills and behaviours of a manager and a leader.

Management styles

- Define the core management styles and the impact these have on performance and team dynamics.

Effective communication skills

- Learn the art of effective listening and questioning, and how to build rapport.

Performance management

- Get to the heart of performance management principles.

Energy and performance

- Connect energy levels and team climate to performance results.

Planning and organising

- Organise yourself and others through effective planning and prioritising.

Motivating others

- Inspire and motivate those around you to deliver exceptional results.

Energy investment

- Assess current energy investment and agree the impact on individual and team performance.

Delegation and empowerment

- Adopt techniques to enable the growth and development of your people through effective empowerment and delegation.

Objective setting

- Learn how to set SMART goals and create a clear line of sight to the business objectives.

Coaching and feedback

- Apply the GROW model and become a truly great coach.

Emotional intelligence

- Define the five elements of emotional intelligence and how to apply them.

Understanding team dynamics

- Reveal the key behavioural preferences and adapt your style to that of others for the best results.

Managing peak and poor

- Handle the expected and the unexpected and develop talent within your team.

Development reviews

- Conduct effective development reviews to improve individual and overall performance.

Effective team meetings

- Deliver motivational team meetings focused on a common goal.

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Additional course detail

Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'Essential Management Skills' post course learning area of the Illumine website.

How can I take this programme?

In-house courses - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies. Discuss your needs with an account manager on +44(0)1753 866633 or email inhouse@illumine.co.uk

Related Course

From
Competent
Manager to
Effective
Leader

Enhance your communication style and understand how to harness the energy, enthusiasm and motivation of the people around you

About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

Public Workshops - 1 and 2 day workshops.

In-house Courses - Specifically for teams or groups from within an organisation, tailoring as necessary.

FIT Sessions - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

Other Options - E-learning, Facilitation, Coaching, Away-days and Speakers.

Continuous Development

CPD recognition is awarded on both public workshops and in-house courses, being dependent on the number of hours spent learning. On request Illumine will provide a certificate of attendance for you to use as evidence and attach to your record card.