

“The Essential”

Management Development Programme

Our World Class Modules



Introduction to Leadership

Aim

To develop your leadership and management knowledge, skills and behaviour so you can drive improved performance across your team

Delegates attending this workshop will:

Objectives

- Understand the key differences between Leadership and Management and how they complement each other
- Review the key qualities which make a great leader and consider how they measure up
- Develop understanding of recognised leadership theory and how these can be applied in the workplace



Personal & Professional Development

Aim

To develop your skill in self-reflection and provide the tools to aid your personal and professional development

Delegates attending this workshop will:

Objectives

- Be introduced to the concept of Emotional Intelligence and how it links to leadership
- Develop the skill of self-reflection and personal development planning
- Understand the importance of being able to align personal goals with those of the organisation to achieve true job satisfaction
- Learn how lead and manage through improved time and priority management
- Build resilience using physical, emotional, social and mental strength strategies



Communication & Building Relationships

Aim

To enhance your ability to communicate effectively, build and maintain productive relationships in the workplace

Delegates attending this workshop will:

Objectives

- Appreciate the benefits of building relationships and their impact on both their own and organisational performance
- Recognise the barriers to effective communication they experience and how to overcome them
- Consider the best methods of communicating with their team and across the wider organisation
- Appreciate the skills required for active listening
- Recognise own personal communication preferences and how to adapt to build effective relationships



Engaging & Motivating Teams

Aim

To identify with your ability to lead and motivate a team to perform successfully and look at ways of improving team efficiency



Managing Performance

Aim

To explore how to successfully manage the performance and development of team members in the workplace



Leading & Managing Change

Aim

To develop your ability to recognise and manage the challenges associated with change in the workplace

Delegates attending this workshop will:

Objectives

- Understand people and team management models
- Review the key stages of team development and apply them to their team - what do they need to do to become consistently high performing?
- Develop skills in engaging and motivating individuals and teams to perform effectively
- Understand effective team working and the importance of employee engagement

Delegates attending this workshop will:

Objectives

- Be introduced to the Performance Management Cycle and be able to apply this in your team
- Understand how the organisational strategy relates to team performance expectations
- Develop the ability to plan for high performance by setting SMART objectives
- Appreciate the tools available for managing performance and develop the ability to deliver effective feedback
- Understand how to create Professional Development Plan's (PDP's) which address knowledge, skill and behavioural needs
- Develop confidence and skill to address under performance

Delegates attending this workshop will:

Objectives

- Understand the internal and external drivers for change and recognise how this impacts them and their teams
- Recognise the emotions associated with change and how they can best manage these in themselves and others
- Understand how to develop the confidence to respond to and manage situations of conflict
- Appreciate the benefits of 'healthy' conflict in the workplace and how to facilitate this
- Develop the skill and confidence to have difficult conversations
- Introduce an Influencing model and the key components of an effective negotiation process

The cost of this programme is **£1,695 + VAT**

Includes: CMI Principles of Leadership and Management Level 3 Certificate qualification, Quest Psychometric Profile, Six one-day workshops including lunch and refreshments

Call 0333 323 9690 to book your place