

Workshop Summary

Newly appointed supervisors and those aspiring to management positions often express concern that they are not fully aware of what is expected of them in the role and how to make the transition from team member to team leader. From *doing* they must now make things happen *through* other people. This Workshop enables participants to understand what management means and provides the basic knowledge, skills and techniques necessary for all first time managers to get it right first time.

Who Should Attend

Newly appointed supervisors or those about to be promoted to that role; team leaders and first line managers; or experienced supervisors in need of refresher training.

Benefits to You and Your Organisation

By the end of the Workshop, participants will be able to:

- Describe the role of the supervisor
- Manage the personal transition from team members to team leaders
- Recognise their own preferred management style, its strengths and its limitations
- Plan and control effectively
- Set, agree and monitor performance objectives and standards
- Use a range of motivation strategies and techniques
- Improve the performance of their teams
- Create an empowering environment
- Identify personal strengths and knowledge gaps and areas for future development

This workshop has been Endorsed by the Institute of Leadership & Management. If you would like to register for an ILM certificate of attendance, please enquire for further details.

MANAGING EFFECTIVELY FROM THE START (MD1)

A Two Day Workshop that bridges the gap between Doing and Supervising

Workshop Contents

- What is Management?
- The fundamental role of the supervisor / team leader
- Planning and Organising to Achieve
- Setting Goals and Targets; the authority; how to set them
- Achieving Results through Other People – work allocation
- Managing your Relationship with your team – Motivating and Leading
- Communicating Effectively
- Influencing Others – finding their wave length; agreeing the way ahead
- Delegation and Empowerment – why we don't; why we should; how to do it
- An Introduction to Teams and Team Working
- Setting Standards and ensuring they are met – the need for Continuous Improvement
- Personal Action Planning for implementation on the job

Follow Up Workshops

People Management Skills (MD2); Team Building for Top Performance (MD3); Essential Interviewing Skills for Recruitment and Selection (MD4); Coaching for Performance and Development (MD7); Developing Personal Impact and Building Productive Relationships (COM2); Effective Instructional and Communication Techniques (TD1)

Any of our Workshops can be tailored and delivered In-Company. Contact us for more details.

Dates On Application

Fee On Application

'Please note the above Workshop requires minimum attendance numbers'

