



INTRODUCTION TO MANAGEMENT

Delivery Format



Face to Face Group Workshops

Maximum 12 participants
2 days



Live, Virtual Group Workshops

Maximum 10 participants
2 days

Who Should Attend?

This workshop primarily focuses on those who lead or manage teams or those who interact with key stakeholders. It's also recommended for anyone who:

- ✓ Heads up a department
- ✓ Is a senior manager or executive
- ✓ Has leadership, or line management responsibility
- ✓ Supervises, mentors or coaches others
- ✓ Aspires to manage or lead a team one day
- ✓ Needs or wants to improve their team's performance quickly
- ✓ Leads a high-performing team and wants to maintain engagement and performance standards
- ✓ Wants to create a more dynamic, loyal and energised workplace
- ✓ Wants to develop themselves as a more competent and effective manager

Workshop Overview

This experiential and practical 2-day interactive workshop provides invaluable support for those in, or moving up to, first-line management. We build self-confidence, as well as professional skills and provide an ideal forum for sharing best practice. We've hand-picked content reflecting the key management disciplines, and this can be made bespoke according to your organisation's priorities, values or cultural differentiators.

It's often the case that talented employees find themselves promoted into the stressful position of holding management responsibility without the necessary development or support. We provide a safe environment to build self-confidence through tackling the key disciplines modern organisations demand of their people managers.

Key Objectives

Participants will leave the workshop with strategies and practical actions to:

- ✓ Manage themselves, their teams and their business area competently and with confidence
- ✓ Define their 'personal brand' as a team leader and manage this
- ✓ Make a successful transition to management and let go of their old role
- ✓ Demonstrate their understanding of the differences between managing and leading
- ✓ Maintain a healthy balance between managing and doing
- ✓ Manage their time efficiently and maximise productivity
- ✓ Communicate effectively and improve their listening and questioning skills
- ✓ Demonstrate role model behaviours to their team and wider organisation
- ✓ Motivate themselves and individuals
- ✓ Identify the key aspects of teamwork
- ✓ Drive performance through setting and managing objectives
- ✓ Delegate the right task to the right person in the right way
- ✓ Manage conflict through prevention and cure
- ✓ Assertively deal with underperformance or conduct issues
- ✓ Train and develop staff and create a continuous improvement culture
- ✓ Flex their leadership style to achieve the best outcomes for the team
- ✓ Deal assertively with difficult people
- ✓ Utilise key coaching skills and demonstrate structured coaching conversations
- ✓ Provide both motivational and developmental feedback to sustain, correct and improve performance
- ✓ Link organisational objectives to departmental plans and individual objectives.
- ✓ Lead and manage change initiatives successfully

This immersive workshop embeds the key knowledge, skills and disciplines to empower managers to create a healthy, productive and sustainable team environment back at the workplace. Combining proven models, theories and diagnostics with practical exercises and experimentation, managers can immediately implement their learning and see improvements in engagement and performance quickly.