

Developing management skills – Course Outline

Duration: 3 Hours

Managers need to develop their skills to be able to progress the companies they work for. Most managers just 'do it' with little or no guidance, without considering alternative management techniques which can deliver better results. The workshop looks at staff motivation and shows ways to help the team and individuals improve their performance

Course Description: Formal feedback can be difficult to deliver and unnerving to receive.

This informal briefing workshop will identify those actions and behaviours which will bring the best out of the team and help avoid some of the consequences of poor management. It focusses on understanding what levels of performance your organization wants and how to develop your staff to achieve them

The session is highly interactive and will help delegates to discover the best approach to get the most from their team through motivation and will help them to get the most from their staff.

Who should attend? Any manager who wants to discover alternative ways of managing staff. Anyone who is about to supervise staff for the first time.

What will it cover?

- Different management styles and their effects
- When to use a different approach
- How to set clear motivational objectives
- Understanding the team's needs
- Communicating with the team
- Helping the individual and the team to become more involved
- Using your team's ideas to improve performance.
- The performance cycle
- How to start the appraisal process
- Getting staff engaged in their own development
- Setting achievable objectives
- Planning and preparation for the meeting
- How to conduct an appraisal meeting
- Helping the individual and the team to become more involved
- Using your team's ideas to improve performance.