

Advanced Management Skills: How to be a Great Manager (Part 3) Course Outline

Duration: 3 Hours

Course Description: This course is ideal for more experienced managers and managers of larger teams. It is recommended, but not compulsory, that you attend “how to be a great manager part 1 or part 2” before you come to this session.

What will it cover?

- Manager or leader; what is the difference?
- Motivating your team
 - Understanding different motivators
 - Communicating a clear vision
 - Leading with consistency
- Work flow control
 - Delegation
 - Organisation design for good communication
 - Managing change
- Developing people
 - Coaching as part of management
 - Identifying training needs
 - Succession planning
 - Performance management
 - Thinking about your development too