

How to be a Great Manager (Part 2) Course Outline

Duration: 3 Hours

Course Description: This course is ideal for business owners new to employing people and for more experienced managers looking for some formal management training

What will it cover?

- The role of the manager
 - The definition of the modern manager
 - Getting your team engaged
 - How to delegate
 - Understanding motivation
- Reviewing performance
 - 1-1 reviews
 - Action planning and planning the work schedule
 - Setting targets and measuring progress
- Managing a difficult team
 - Understanding your team
 - Managing remotely
 - Managing tricky situations
 - Knowing how to get help & support
- How to be a happy manager
 - Motivating your team
 - Communicating a clear vision
 - Celebrating success