Duration: 1 Day
Course Code: SSI05

Course Description:

Being an effective manager can sometimes be a daunting task, especially for the new or inexperienced manager or supervisor. This one day seminar will provide the skills and confidence to carry out this highly difficult and sometimes, underrated role.

Who Should Attend Introduction To Management Training?

- This course is for potential and recently appointed mangers, supervisors, middle management and team leaders. Also, for those who have been in their job for some time but who have not had any previous management training.

Benefits From Attending The Training:

- Fully understand the role and key responsibilities of management associated with achievement through people
- Recognise which style of leadership to use in different situations
- Understand the importance of words, tone and body language when communicating

Course Contents:

- What is a manager? - Defining the role and purpose
- What does a manager have to help and how do we manage our resources?
- Skills and qualities to manage effectively
- What is a team and what does a team need to be effective?
- Managing the work, developing organisational skills
- Where and how to use delegation
- Understanding the managers role in motivation
- Developing communication skills

Related Courses:

- Negotiation & Influencing Skills | Duration: 1 Day | Code: SSS03
- Time Management | Duration: 1 Day | Code: SSI07
- Appraisal Skills | Duration: 1 Day | Code: SSI04

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals