

Management Development Programme

Introduction

This programme is designed for Managers who want to develop their skills in the areas of staff and performance management.

The final content and pitch will be dependent upon the needs of those who attend. If a series of days are arranged, work-based projects can be interspersed between each session.

Programme Objectives

By the end of this programme delegates will be able to:

1. Explain the role of the manager, and describe their key responsibilities
2. Describe the skills, knowledge and attitude needed to be effective within the role
3. Develop effective and co-operative teams
4. Identify their personal strengths and developmental needs
5. Demonstrate an increased competence in a range of:
 - Leadership styles
 - Motivational techniques
 - Communication and assertiveness skills.

Further Information

Whilst the seminar explains some of the theories of leadership and management, the emphasis will be on putting into place practical strategies which will help them to become more effective in their role. The content of this session(s) can be linked to Management Standards for the purposes of the collection of evidence.

Duration:	Dependent upon content/structure
Delegate Numbers	Minimum 4 Maximum 12
Room Layout:	U shape with tables
Syndicate Room:	-
Equipment Requirements:	TV/Video Flipchart
Timings:	9.30 am Start 4.30 pm Finish
Refreshment Times:	9.15 am Coffee/tea/juice 11.00 am Coffee/tea/juice 1.00 pm Lunch 3.00 pm Coffee/tea/juice
Certificates:	Yes - included in the cost of the course
Typical cost:	£650.00 per day including preparation and materials