

TOP TIPS FOR MANAGERS

(one-day or two-day programme)

Busy managers often have to wear “muddy boots” to get things done - now! This one- or two-day programme provides support and plenty of practice in managing the day-to-day world of work.

PREPARATION

- Brief articles or clips on being an effective manager

THEORY

- The importance of good managers
- Performance drivers
- Giving and receiving feedback
- Motivation
- Engagement
- Priorities and strategic objectives
- Marginal gain improvement
- Influencing others

KEY OUTPUTS

- Giving and receiving feedback
- Setting and managing objectives
- Driving performance
- Creating an inspirational culture
- Resolving conflict
- Managing time

PRACTICAL WORK

Participants select from a range including:

- Feedback
- Setting objectives
- Nipping problems in the bud
- Motivating others
- Time management
- Prioritisation
- Delegation
- Influencing others
- Negotiation skills
- Decision-making

PERSONAL VALUE

- Builds self-confidence
- Develops professional management skills
- Resolves specific issues which impact on your performance and on the performance of others

ORGANISATIONAL VALUE

- Provides managers with practical advice and practice on the things that matter specifically within your organisation
- Ensures managers take action and provides leadership with confidence