



# ESSENTIAL MANAGEMENT AND LEADERSHIP SKILLS

ONE-DAY PROGRAMME

This one-day programme has been designed to develop the most essential skills that all managers must have to lead their people effectively. From delegation to motivation, this programme covers a range of topics to stimulate learning and ensure participants recognise their own development needs.

## Key Learning Objectives:

- Understand your management style and use it to effectively react to team requirements
- Apply goals, strategy, objectives and tasks to help prioritise and meet organisational outcomes
- Learn how to delegate effectively and create employee ownership
- Provide employees with timely performance feedback and achieve smart, leadership conversations
- Understand how to communicate effectively and with purpose
- Motivate and inspire employees to ensure business success

## Who will benefit from this training?

This programme is for managers who want to refresh their learning or new managers at the start of their leadership journey. It is aimed at middle and junior managers although much of the content is relevant to all leadership levels.

## Methodology

The programme is designed to be interactive, enjoyable and motivational. Participants will be encouraged to get involved and learn through:

- ✔ Workshops
- ✔ Individual exercises
- ✔ Role-play
- ✔ Group activities

Each participant will create a personal learning and action log to guide his or her own development after the programme



## Your Facilitator

Andy Whitehead MBA MSc (Psychology) FCMI. Andy is an Executive Coach and a skilled facilitator, delivering programmes aimed at enhancing leadership and management effectiveness.