

Introduction to Management

A one day course, 9:30am to 4:30pm



Related Courses

- Essential Sales Toolkit
- Essential Sales Management Toolkit
- Performance Management & Coaching
- Managing Media Relationships
- Business Writing Skills

If you are interested in a bespoke version of this course, or a combination of any of our other courses, please contact us to discuss your requirements.

For other courses and dates, please visit us at www.tmcstraining.co.uk



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Introduction

Excellent Managers are hard to find these days. Why? Because Managers are usually the best people promoted into the role without any experience or knowledge of managing people and teams. Experience tells the business world that this often doesn't work...just because you are good at what you do now, doesn't mean you can manage!

So what makes a Manager excellent, what skills does he or she need to have? This event looks at the skills required to make you Excellent and how to achieve better results through your people by managing, coaching and developing them more effectively.

Who Should Attend?

Anyone **new** to the management role or anyone **old** to the management role who feels they are just not getting the results through their people they should.

Benefits

This workshop will help participants:

- Understand what excellent management is;
- Create the right environment, clarity of communication and understand the behaviours of their people and how to manage sales appropriately;
- Adapt your leadership style to get more out of your team;
- Know your people, your targets, your numbers;
- Give effective and timely feedback;
- Assertiveness;
- The effective one to one;
- Recruitment and retention;
- Don't read about them, watch them;
- Action planning.

Course Content

Participants will examine the following:

- Adjusting your mindset;
- So what is "Excellent Management";
- Behaviours, Environment, Clarity, Knowledge and Skills;
- Situational leadership;
- Effective feedback ;
- Recruit and retain;
- Meetings;
- The numbers;
- Get involved.