



Skill Enhancement Course for First Line Leaders & Managers

Duration: 3 Days - Start Time: 09:15 End Time: 16:30 - CPD Hours: 50 – Price from: £675.00

This popular 3 day programme aimed at team leaders/work placed supervisors and first line managers wish to develop their skills.

Course covers

What do you want? - Your Learning objectives

Key Learning Outcomes

What do you value?

Transactional analysis

Transformational leadership skills

Maximising your potential

Managing yourself

Politics and power

Team roles; Leadership; Do you have the time? Essentials of time management

Managing your boss; essentials of negotiation; people at work

You in the organisation; Impact of organisational culture

Communication, motivation and rewards

Managing groups and teams; Leadership (barriers and failure)

Group and team behaviour

Maximising people's potential

Managing conflict

Overcoming barriers to managing people at work

You, the job, and the organisation

Managing uncertainty

Resolving conflicts at work

Networking, marketing yourself; improving your job performance

Develop skills in managing yourself, your job and managing others.

To fully participate in the course, delegates will need to undertake pre course planning work and then work on their learning and action development plan for the duration of the course. These plans will include the areas below:

<p><i>Managing yourself -participants will have identified</i></p> <p>Three personal development needs.</p> <p>Their team role.</p> <p>The key elements and their challenges to effective time management</p> <p>Reflect on the 3 days in order to develop a plan for improving job performance</p>	<p><i>Managing people and teams</i></p> <p>Participants will have identified challenges to effective communication with the people they manage at work.</p> <p>Reflect on how individual managing styles affect working relationships.</p>	<p><i>Managing the job/organisation</i></p> <p>Identify the use of power and influence in their teams.</p> <p>Discuss negotiation and conflict at work in order to develop future strategy.</p>
---	--	---