

Introduction to Management

Duration: 2 Days

Venue: Cardiff

Book Today Develop your Career in Management

Overview

This course will give you a comprehensive overview of the skills and responsibilities required of a manager. You will learn the difference between being a team leader and a manager, what makes a good manager and the different leadership styles you can use. This will be followed by an in depth look at how to motivate staff, build trust and delegate effectively.

Who should attend

This course is for those entering management for the first time, for someone newly promoted from team leader or supervisor. It is perfect for those with little management experience or those who need a better understanding of the differences between leading and managing people and processes.

What's Next

Communication Skills
Project Management
Chairing Meetings

Content

Day 1

- Understanding leadership & its importance in the workplace.
- Good / Bad Leadership Traits
- The difference between the leader and the manager
- The characteristics and style of effective leadership
- Effective delegation skills

Day 2

- Motivating staff effectively
- Understanding and achieving team work
- Gaining Feedback
- Setting SMART Objectives
- Coaching Models
- An introduction to grievance and discipline handling

Book Now

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