

INTRODUCTION TO MANAGEMENT

Duration

1 day with ½ day follow-up after 6 weeks

Who the course is suitable for

New managers and supervisors at all levels
Those considering a management position

Description

A good manager will have a positive effect on every workforce - a great manager will take a team to new heights of achievement. This course will start delegates along the track of becoming a great manager. Each subject will be entirely practical with applications to take back to the office environment

Learning Objectives

Delegates will have an understanding of results- orientated management, looking at human and economic goals

- Pros and cons of being a manager
- Management guide for results
- Resources, human and economic
- Appraisals- making the most of
- Planning
- Organising
- Motivating
- Developing creativity
- Aspects of delegation
- Problem-solving and decision making

Prerequisites

The desire to become a manager and/or to improve their existing skills

Type of Programme

Fast-paced, lively seminar with plenty of interaction, time for questions and confidence building.

Delivery

Available as a public or in-house course
Ideally no more than 12 delegates

TO BOOK A WORKSHOP OR DISCUSS YOUR TRAINING NEEDS CALL: 020 8473 0261