

Introduction to Management

Managing staff effectively is one of the most rewarding aspect of a manager's role. Business, individual and team success comes from good management. This course **addresses the fundamental aspects of people management**, giving delegates a sound basis and methods for applying proven management practice.

Objectives

Understand the **ideas, techniques and concepts of personal management skills**

Audience

This course is designed for people who have **recently been appointed to their first management or supervisory position.**

Duration

This is **two- day Introduction to Management** course. The course starts at **09:30** and runs until **16:30. Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **Introduction to Management** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe.**

Introduction to Management Course Outline

What Makes a Great Manager?

Leadership Styles

An Introduction to leadership styles

Effective Communication for Managers

What, Why, Who, When and How

Managing meetings

Building rapport

Visual, auditory and kinaesthetic communication

Non-verbal communication

Questioning and listening techniques

Assertive, aggressive and submissive behaviour

Team Building

What makes an effective team?

Team structures and types

Strategies to strengthen teams

Motivate Effectively

Motivation

Motivational theories

Basic and higher needs

Relating goals and need to motivators