



### Your Needs:

"This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you."

### Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

### What You Get:

"As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards)."

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## Introduction to Management (2 days\*)

*"Leadership may be seen as glamorous, and management rather plain, but without effective management no business can survive for long."*

### Benefits of attending this course...

If we expect those promoted for their technical ability alone to manage effectively then we may be in for a shock! Without appropriate training, the transition to manager can be both lengthy and challenging.

The purpose of this course is to introduce new managers to the skills, knowledge and attitudes necessary for a rewarding and influential management role.

### Who is it for?

Those who aspire to be managers, those who are new to the management role or those who wish to refresh their existing skills.

### Objectives

By the end of the training you will be able to...

-  Describe the pivotal role that effective management plays in your organisation.
-  Employ a range of proven techniques and concepts to become more effective as a manager.

### Content

- ✓ The role of the manager within the organisation.
- ✓ How to manage the team, the task and the individual.
- ✓ The importance of self-management and personal organisation.
- ✓ Essential communication skills that every manager should develop.
- ✓ Empowering others through delegation.
- ✓ Theories of motivation (and how we can use them at work).
- ✓ Staff development and performance management issues.
- ✓ Managing projects (and the change they initiate).
- ✓ Identifying your personal leadership style (and how this can help you manage better).

**\*NB:** this course can be reduced in duration (or extended) depending on the chosen content and the amount of time assigned to practice your skills.