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THE ESSENTIALS OF MANAGEMENT

Provide excellent practice in all the foundation skills.

INTRODUCTION: *“With this knowledge & training at your fingertips, you have your management skills all organized.”*

When you're looking for ideas to enhance your management development workshops - or even revamping your entire programme - everything you need is here in this one resource.

There are times when you don't need an entire pack dedicated to 'meetings' or 'performance appraisals' or 'leadership' or 'motivating the team' or 'time management'; but often you do need a session on a particular subject, as part of a much broader management development programme. That's when you'll turn to this pack - again and again.

All the major management core subjects are covered by a different activity in this single workshop. The tried and tested activities have been used successfully to:

- Give new managers practice in the core skills.
- Remind senior and experienced managers that the 'essentials' are vital to performance and do need to be practiced.

All the core subjects, (those mentioned above plus many more) are covered by a different activity in this single resource. The 20 tried and tested activities have been used successfully to:

Give new managers practice in the core skills Remind senior and experienced managers that the essentials' are vital to performance and do need to be practised!

CONTENTS :

1: What are the essentials of management?

How do I rate my standing as a manager?

2: Orientated to the future

How do I establish what areas I should be focusing my attention?

3: Planning for the future

How do we plan the best way of achieving our objectives?

4: Decision making

How should I decide what to do?

5: Managing time and delegation

How do I identify priority tasks and who will tackle them?

6: Recruiting and selecting

How do I choose the best person for the job?

7: On the job training

How do I train my staff to be more effective at work?

8: Leadership

How do I develop an effective leadership style?

9: Motivating your team

How can I get my team to work more effectively?

10: Feedback skills

How do I give and receive feedback to ensure the effective performance of my team members?

11: Managing assertively

How can I learn to manage others without manipulating them?

12: Face to face communication skills

How can I communicate effectively when face to face with others?

13: Written communications

How can I express myself clearly when writing?

14: Managing meetings

How do I ensure that my management meetings make effective decisions?

15: Managing budgets

How do I work out and manage my unit's budget?

16: Solving problems together

How can I help my staff resolve personal and professional problems that affect their work?



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17: Performance appraisal

How can I conduct both formal and informal reviews to improve staff performance?

18: Customer care

How can I make sure I manage to be responsive to the needs of my customers?

19: Managing change

How can I manage change and create a more effective section?

20: Continuing professional development

How can I continue to develop my management skills and expertise?

WHO SHOULD ATTEND: This workshop is essential for all Team Leaders, Supervisors, Executives, and all other responsible staff

DURATION: 2 days (can be customized to 1 or 3 days)

SUPPLIED MATERIALS: Participant Reference Guide, Practical Exercises, and Personality Profile Assessment Guide