

Leadership Management Stepping up to Management

Overview

This course is a blend of highly interactive training sessions which will embed the key skills needed to succeed in management. As you embark on your new career as a manager this course will give you the tools and techniques to help you to make a success of your new role.

Companies need managers to motivate and drive teams; there is a huge benefit in terms of work and time saved by managers who are confident in their management approach.

Audience

This course is ideal for anyone new to a management role.

Skills Gained

By the end of the course you will be able to:

- Recognise the key characteristics of a great manager
- Explain the similarities and differences of management and leadership skills
- Describe your preferred styles of leadership and the impact of your behaviour on others
- Recognise how teams evolve and assess your own team's evolutionary position
- Assert yourself in your role and deal with challenging situations
- Communicate effectively in writing, including email
- Organise your time and prepare, design and conduct meetings for maximum effect
- Design effective goals and targets
- Review the advantages and risks of giving and receiving feedback
- Identify and have actionable steps for increasing your leadership and management effectiveness

Prerequisites

Delegates will be provided with pre-course leadership wheel prior to attending the course by email. The success on the course will be enhanced by close attention to the pre-work material. If you have not received your pre-work material within one week of the start of your course, please contact your Account Manager.

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Need more information? Why not call one of our professional training advisors on **0800 40 848 40** or email us at training@coursemonster.com

The training course outline shown above is a standardised version representing all the dates available and may vary from the course you attend. You will be sent the supplier's course outline when you enquire about a specific date.

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