MANAGEMENT ESSENTIALS

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Who should attend?

Management Essentials is a nine-month programme aimed at managers who have a minimum of six months' experience and who are moving into a senior management or a leadership role.

It is also perfect for those currently in a leadership role, who have received limited opportunities to develop 'Manage, Lead, and Inspire' skills, aimed at developing their teams.

What are the benefits of attending?

Each workshop uses 'best practice for getting results' and builds on the delegates knowledge, whilst giving them a set of transferrable management skills utilising proven techniques.
The ten-day programme is delivered over three workshops with a final 'Business Improvement - Project Results', presentation at the end.

Workshops are:
- People Management – It's All About Me
- We're All In this Together
- Delivering Operational Excellence
- Project Results Presentation

What does the programme include?

- Understanding Self-Management, my style, impact and behaviours
- Wheel of Life starting point, development journey and career goals
- Coaching Culture
- Management 'A Day in the Life Of'
- Powerful Presentation – Not Death by PowerPoint
- Communication Skills and Techniques
- If I Only Had Time
- Positive Attitude and Energy
- Managing Change and Upwards
- Think Safe, Work Safe, Home Safe
- Delivering High Performance
- Teams roles and evolution
- Effective Delegation
- Business Controls – measured versus managed
- Customer Excellence – Good to Great
- HR Management Essentials
- Employee Engagement – So the Survey Say's
- S.M.A.R.T. Management
- Principles of Project Management
- Finance for Non-Financial Managers
- Emotional Intelligence
- Recruitment and Selection
- Operational Management
- Take People with You
- Training Needs Analysis
- A Conversation with a Purpose

Programme measurement of success

- Commercial results
- Return on investment and expectations
- Life Long Business Skills
- 70/20/10 approach for sustainability
- Kirkpatrick Evaluation Levels: Results/Behaviour/Learning/Reaction
- Business improvement project

All programmes can be bespoke and incorporate company policy and procedures.

reed consultants
Talent Development