

Management Essentials 3-day Interactive Programme

Welcome to Management Essentials - a 3-day programme aimed at managers and aspiring managers that will equip you with knowledge, learning and experiences to help you become an even better manager.

Managing your businesses biggest asset, its people, takes time, skill and focus. It is not unusual for employees to be given the role of managing a team because they performed well in their previous role (we call these 'accidental managers'). Managing others effectively requires a different skill and quite often, challenges start to arise. This programme helps accidental managers become amazing managers!

Attendees will leave this highly interactive programme with a toolkit that will enable you to practically apply your learning.

What does the programme cover?

Day 1 – The role of the Manager and Core Skills (Thursday 19th Sept)

- The role of the manager and core competencies
- Your leadership style and the importance of creating trust
- Introduction to Coaching Skills
- Understanding your team better

Day 2 – Creating Clarity (Tuesday 8th October)

- Understand the business objectives and vision
- Setting clear direction and standards for your people
- Identifying training needs and creating great personal development objectives

Day 3 - Driving Performance (Thursday 24th October)

- Reviewing team performance
- Giving and receiving feedback
- Motivating your team
- Setting yourself up for success

What else is included?

At Beyond Learning, we understand the importance of feedback. Ahead of day 1, we will work with you to **gather feedback from your team members** and / or colleagues. This feedback centres around the core management competencies and will help you identify areas of strength and areas for focus.

Following completion of the programme, Anna from Beyond Learning will meet with you to help you create a **clear action plan** of how you will implement your learning from the programme and continue to develop your skills for the future.

Also, tea, coffee, refreshments, lunch and learner workbooks are provided to you during each day.

Location

This event will be held at Quest Consulting Services Ltd, 7 Howley Park Business Village, Howley Park Road, Morley, Leeds LS27 0BZ

Full directions and a map will be provided along with parking details.

Investment

The full programme is priced at only £495 per person for the full 3-day programme plus 360 degree feedback and an action planning session post-programme.

Ready to book your place?

Whether you manage people currently or want to follow a career into management, this programme will equip you with the essential skills to manage people effectively and improve your confidence.

We are only taking 8 people onto this programme so book your place now by emailing anna@beyond-learning.co.uk