

Effective Management Essentials [click for video summary](#)

Develop the essential skills to become a really successful supervisor and manager.

Course Content

Roles and responsibilities

- Understand the core purpose of a successful manager.

Planning and organising

- Organise yourself and others through effective planning and prioritising.

Effective communication skills

- Learn the art of effective listening and questioning, and how to build rapport.

Objective setting

- Learn how to set SMART goals and create a clear line of sight to the business objectives.

Delegation and empowerment

- Adopt techniques to enable the growth and development of your people through effective empowerment and delegation.

Performance management

- Get to the heart of performance management principles.

Giving great feedback

- How to provide feedback that is listened to and acted on.

Managing peak and poor

- Handle the expected and the unexpected and develop talent within your team.

Effective team meetings

- Run effective team meetings focused on common goals.

Key benefits

Understand the role and purpose of a manager.

Define the core skills and behaviours required to manage teams effectively.

Learn how to manage performance effectively through coaching and feedback.

Develop skills and behaviours to communicate effectively and motivate your team.

Set really SMART objectives.



Who is this course for?

Anyone in, or moving into, a team leader or management position who has yet to receive training in how to manage effectively.

Training to Develop Managers, Leaders & Teams- flexible learning options suitable for organisations that want to develop managers, leaders, teams and individuals from across the organisation. Programmes can be tailored towards your organisation or industry sector with relevant activities, examples and case studies. Please contact us to discuss your needs on: **+44(0)8081 469237** or email liam@liammoran.co.uk.