

INTRODUCTION TO MANAGEMENT

Aim of the Programme

The programme is designed to introduce and explore the principles of good management practice. It is aimed specifically at recently appointed managers, supervisors, team leaders or those who have had little or no management development training.

Objectives

By the end of the programme, delegates will have:

- Explored the role and responsibilities of a supervisor
- Determined their strengths and areas for development as a supervisor
- Identified their preferred management and leadership style
- Developed effective communication skills
- Examined the key components of performance management
- An understanding of their Health and Safety responsibilities
- Explored equal opportunities and managing a diverse range of people
- Identified and practiced the key skills in coaching and delegating
- Examined the principles of building and maintaining an effective team

Format of the programme

There are seven one-day Modules, delivered over 3 – 6 months. In between each module, delegates will be expected to complete small work-based tasks that will form the basis of their personal development journal.

The training days will be highly participatory involving a mix of practical activities, syndicate working and group discussions.

At the end of the programme, delegates will be invited to present their learning during the programme at a final presentation day.

INTRODUCTION TO MANAGEMENT PROGRAMME

Module One

- Introduction to the Programme
- Learning Objectives, Learning Styles Questionnaires
- Learning & Improving Management Skills
- Role & Responsibilities of a Supervisor
- An Introduction to Management & Leadership

Personal Development Journal - Work-based Activity for Module Two

Module Two

- Review of Learning
- Effective Communication
- What is communication?
- How do we communicate?
- Assertive Communication

Personal Development Journal - Work-based Activity for Module Three

Module Three

- Review of Learning
- Presentation Skills

Personal development Journal - Work-based Activity for Module Four

Module Four

- Review of learning
- Performance Management
- Supervision & Appraisal
- Motivating Staff
- Standards and target setting
- Giving & Receiving Feedback

Personal Development Journal - Work-based Activity

Module Five

Health & Safety
Equal Opportunities

Personal development Journal - Work-based Activity

Module Six

Staff development
Coaching
Delegation

Personal Development Journal - Work-based Activity

Module Seven

Review of Learning
Team Working

Personal Development Journal - Work-based Activity

Final Presentation Day

Project Presentations
Programme & Learning Review

Presentation Folder to include:

- Personal Profile
- Personal Development Journal
- Learning Logs
- Presentation Materials and Assignment

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