

Stepping into Management

Helping you make an effective transition into your management role ...



Making your debut as a manager can be both an exciting and daunting experience. Learning how to lead, motivate and manage others is not something that you will master overnight. This programme is designed to encourage you to think about what changes for you as a result of your new position, and give you the clarity you need about **'what'** your role is as well as an understanding of **'how'** we want you to fulfil that role.

During the course we will cover a range of topics that will provide you with a deeper understanding of the skills you will need to achieve success as a manager. By introducing you to a number of the basic principles we aim to enable you to make your debut with confidence and give you the best possible start in your new leadership role.

On completion of this programme you will be able to :-

- Explain the purpose, responsibilities and accountabilities of your role
- Apply the principles of Action Centred Leadership to the management of your team
- Apply the principles of Situational Leadership to the management of the people in your team
- Explain how your performance will be measured and recognise your own strengths and development areas as a manager

Course Content

DAY 1

Understanding the Management Role

- What does it mean to be a 'Manager' ?
- Communication Skills
- The Action Centred Leadership Approach

DAY 2

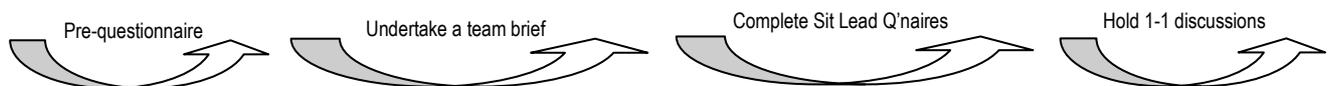
Getting the Job Done

- Managing the Task
- Measuring Success
- Managing the Team
- Developing Trust

DAY 3

Positive People Practices

- Situational Leadership Model
- Motivating Your Team
- Managing Problem Behaviours
- Managing Through Change Achievements' feedback



For maximum benefit a minimum 1-month gap is recommended between each session.

