



## Leadership Skills for Managers



### Course Aim

This leadership course has been designed to help develop the skills of managers who lead a team.

Each delegate will be introduced to a leadership framework containing tools and templates including the following:

- Personal Behaviours
- Organisation, Individual and Team Leadership
- Performance Management

The course then provides hands-on sessions with guidance from course tutors on how to use the tools provided. We aim for delegates to leave with a clear understanding of what makes an effective leader and with a toolkit of techniques to implement these ideas.



### Who Should Attend?

This course is suitable for delegates new to a management position, those who have recently been promoted or more experienced managers looking to further develop their leadership skills. This is a natural step forward for anyone attending our Supervisory Skills for Team Leaders course.



### Course Duration

This is a 1 day course and runs from 9.30am to 4.30pm.

This course runs from a dedicated Central London venue and is also available online.

This course can also be run on your company site.



### Certification

Upon successful completion of the course delegates will receive the following:

- A Certificate of Attendance
- Follow up programme notes
- Post programme access to additional materials
- Unlimited post programme access to your Course Leader





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## Agenda

This course covers the following:

### Understanding Myself

- Recognising our own personality traits and behaviours
- Understanding how my behaviour impacts on the team
- Finding the style that works for me

### Understanding Leadership

- The key qualities of successful leaders
- Key leadership communication techniques
- Leadership that motivates

### Being Clear About Clarity

- The need and importance of clarity
- Working processes, plans and objectives – Why? How? What? When?
- Goals and targets- financial, team, attitudes, behaviour
- Key milestones
- Correcting the aim

### Creating the Right Environment

- Creating the willingness to accept personal responsibility
- Personal and team accountability
- Teams dynamics and how to manage them to maximum effect
- Briefing and debriefing process to enhance engagement and performance

### Performance Management

- A structured approach to setting individual objectives, measures and timescales
- Giving structured feedback to team member
- Managing individual progress and development
- Keeping on track
- Managing difficult situations

### Exercises and Case Studies

- Planning and measuring success
- The dysfunctional team
- The return to work action plan