

Management Skills - Advanced

Managing staff effectively is one of the most rewarding aspects of management. As a career progresses the Manager often finds that their personal development has fallen behind the responsibilities of their role. Rather than subscribe to the 'Peter Principle' that 'a manager is promoted beyond their personal competence' we believe that the manager can be developed.

This course is designed to broaden the Learners understanding of management and business, primarily from a strategic perspective. It will appeal to those experienced Managers who wish to hone their skills, challenge their thinking and sharpen their approach to their business analysis and personal effectiveness.

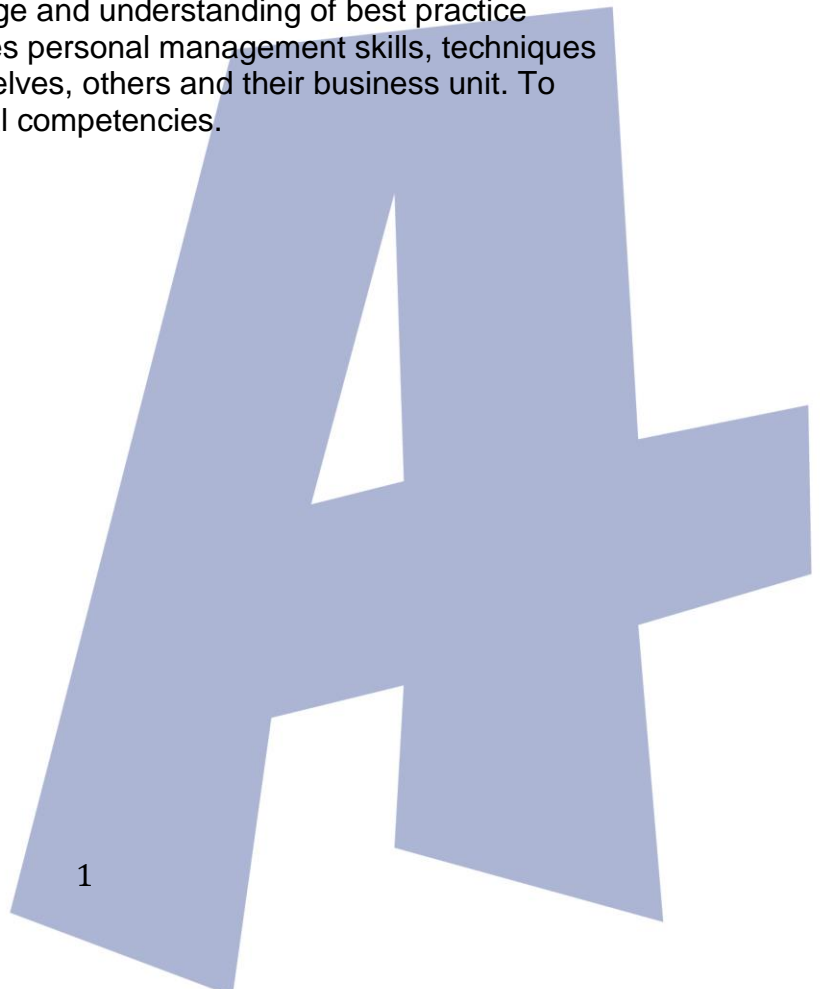
Who will the course benefit?

It will benefit those managers who have several years of experience and who feel that their skills may need to be brought up-to-date. It would also benefit those experienced managers who simply want to benchmark their competence.

Course Objectives

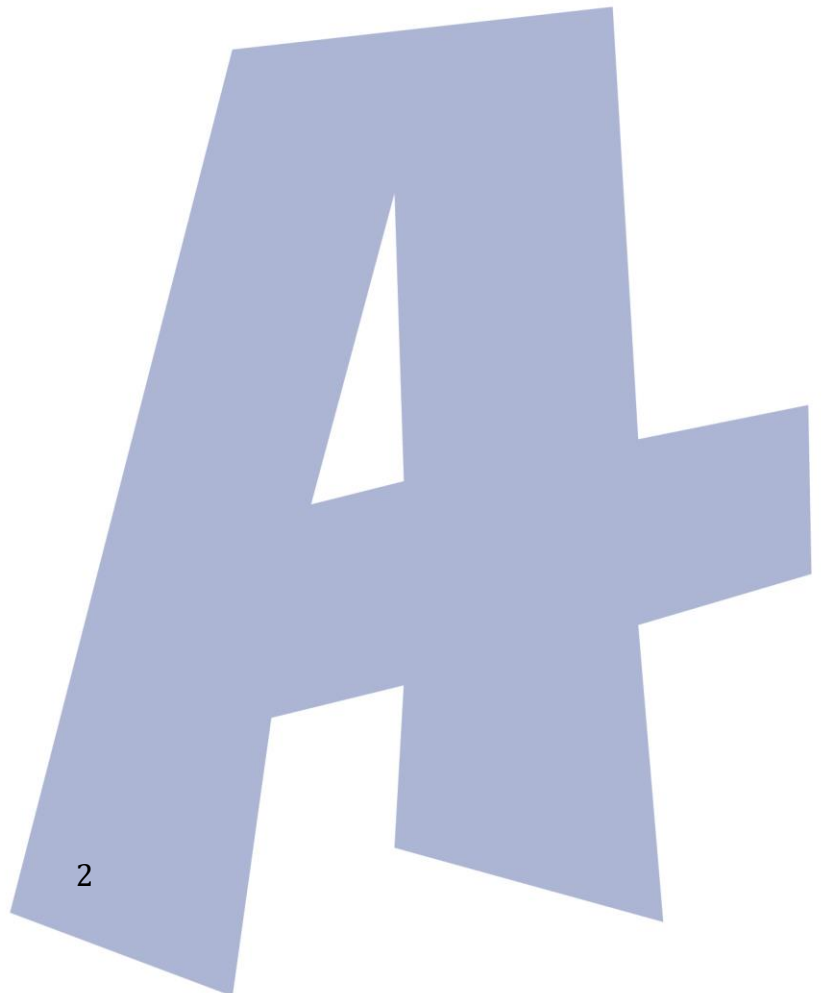
To provide a high level of knowledge and understanding of best practice management. To develop delegates personal management skills, techniques and concepts for managing themselves, others and their business unit. To practise application of key personal competencies.

Course Duration: 3 days



This course will enable delegates to:

- Create the vision and manage the necessary change
- Relate to the strategic needs of the business and to the operations to be managed
- Understand the need for good manpower planning and appreciate relevant management theories
- Identify the characteristics of their Strength Deployment Inventory and how they react under pressure
- Effectively manage people through delegation, coaching and mentoring
- Better understand how to manage their customers, and thus their business



Course Content

Organisational Development

- Assess Corporate effectiveness and Management structures
- What can be learned from Management theories
- Behavioural Science and the corporate ability to change
- Creating the Vision

Business Objectives

- Strategic Planning
- Financial Strategy
- Change Management

Managing Operations

- Work plans and schedules
- Project Management
- Job design, assessing requirements
- Job costing and identifying the critical success factors
- Creating and managing budgets

Managing People

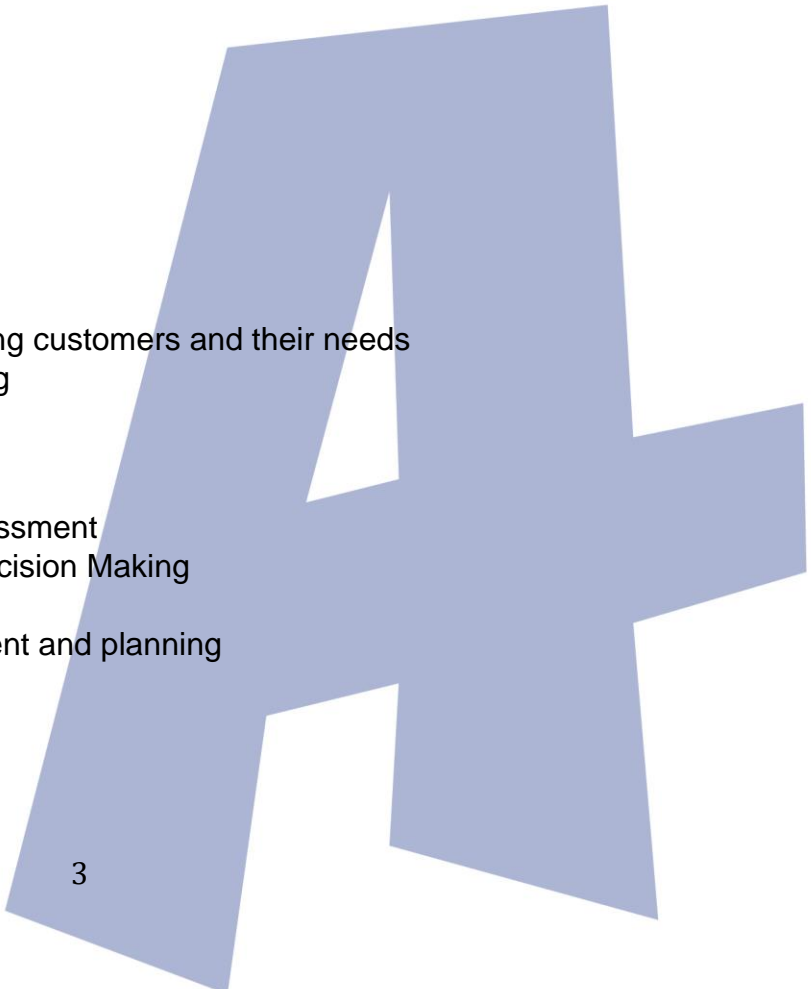
- Developing the skills
- Coaching
- Mentoring
- Delegation & Motivation

Client Management

- Identifying and Understanding customers and their needs
- Providing consultancy selling

Managing Information

- Analytical Skills – Risk assessment
- Organising & Controlling Decision Making
- Managing Creativity
- Market Analysis, management and planning



Managing Self

- Time Management
- Stress Management
- Personal Development Planning

