

Foundations of Management

Summary

This Foundations of Management training course is for managers who are new in their management role, are soon to be managers or who have been in a management role for a while and would benefit from the training. The focus is on effective management and management of people, not project management so much. This is a 2 day course.

Objectives

- Acquire new knowledge – theories, research, models, etc
- Acquire new tools, methods and processes
- Learn management skills
- Build confidence and feel ready
- Raise self-awareness and review personal strengths and areas for development
- Have a shared learning and support experience

Content

- The Role and Responsibilities of Managers – what Managers do
- A look at good and bad Management Examples and Qualities
- Planning and Planning Tools
- Time and Stress Management
- Performance Management
- Performance Development and Training
- Giving Appraisals
- Giving Feedback
- Motivation
- Communication
- Delegation
- Conflict Resolution and Personal Conflict Profile
- Dealing with Difficult People
- Case Studies
- Personal Objectives, Questions and current Challenges

What next?

We recommend the following to further deepen the learning and maintain momentum post-course:

- A half day follow-up session - an opportunity to reunite; reflect; review progress; share best practices and explore remaining challenges
- 1:1 Personal Management Development Coaching (minimum of 3 sessions)
- Other management courses such as Creative Thinking, Train the Trainer, Facilitation Skills, Project Management, Time Management, Appraisal Training

"Thank you so much for an inspiring two day course! It was excellent and extremely timely for me – I am sure that I will be able to make use of lots of aspects of the course."

Housing Association