

## Management Programme (3 days)

This intensive three-day modular programme offers you a series of fast-moving and thought provoking sessions that will give you the knowledge and skills to be a great manager.

What you will get:

12 Fundamental leadership and management skills areas

Practical exercises and ideas that work immediately back in the workplace

Opportunity to work with and discuss concerns and experiences with like-minded managers from a variety of sectors and industries

Experienced facilitators to work with you on developing your skills

## Course Content

Day 1 - Looking after you

- Managing yourself and personal leadership
- Increasing your self awareness - your skills, strengths and areas for development
- Managing your time in the best way
- Communicating effectively by the use of appropriate questions and listening skills
- Managing your wellbeing - your skills at controlling your response to stress

Day 2 - Managing your team

- Motivating your team to achieve high performance
- Delegating effectively to increase productivity and personal responsibility
- Building and developing your team
- Running effective meetings

Day 3 - Managing for great results

- Setting targets and objectives
- Managing performance to achieve great results
- Discovering ways to manage change
- Delivering effective leadership and management to achieve great results

## Who is it for?

This programme is designed for middle and experienced managers looking to expand their confidence, knowledge and skills base.

## Duration

3 days over 3 weeks

## Cost

£1,185 + VAT per delegate on our scheduled course. This course can also be run in house for up to 12 delegates for £3,585 + trainer travel from our Sevenoaks office + VAT. Unless stated otherwise, travel time is included in the price.

This programme is recognised by the Institute of Leadership and Management (ILM). This means that for an optional fee of £75 + VAT per delegate:-

- Delegates will receive an ILM Development Certificate . This is awarded by a recognised body and can therefore be added to the delegates CV or professional learning log.
- Should the delegate wish to develop their knowledge further in the future, the award can be used towards a formal ILM qualification.
- They will receive free studying membership of the ILM. This will enable them to access a comprehensive library of additional training materials and on-line learning to enhance their development for a period of six months.
- Book loans from the ILM with over 2000 items to choose from.
- Skills factsheets available to download covering key leadership and management topics such as motivation, delegation, coaching and time management.
- E-Journals giving access to thousands of articles from over 450 business magazines including Management Today and the Economist.
- Additional Management Tools to enhance their Kent Trainers learning. These are online tools from the Harvard Business Stepping up to Management Programme.”