

Typical Management Development Course

£750 Per Candidate

Day 1	
Leadership & Management Definitions	Discuss and discover the meanings of the terms, the differences therein and how to match these against current roles.
Break/Informal Discussion	
Leadership Styles	Progress into the different styles of leadership and management. How to employ them and how to gain the most effective use of these styles in different situations.
Break/Informal Discussion	
Personal Discovery Exercise	To identify the natural style of leadership encountered by different members of the course and how to manipulate this to best effect.
Lunch	
The Importance of Teamwork	The strength of a coherent unified team, including practical exercises
Break/Informal Discussion	
Effective Listening	How to utilise the skill of effective listening in order to better understand subordinates and aid their own onward progression.
Break/Informal Discussion	
Staff Empowerment	Utilising all levels of personnel to effect positive change throughout the company.

Day 2	
The Importance of Feedback	<i>The occasions for, use of and benefits to be gained from feedback.</i>
Break/Informal Discussion	
Peer Review	<i>Discuss and discover the value of Peer Review and how to deliver effective peer review sessions.</i>
Lunch	
Situation Enactments	<i>How to utilise the tools of Feedback and Peer Review in varying practical situations- including subordinate development and conflict resolution</i>
Break/Informal Discussion	
Effective Communication	<i>The key messages required in order to present a message clearly and concisely either to an audience or an individual.</i>
Break/Informal Discussion	
An Introduction to Coaching	<i>A brief overview of the concept of coaching, its uses benefits and applications.</i>

Day 3	
Goal Setting	<i>How to set realistic, achievable goals for personal and staff development and how to manage their desired outcome.</i>
Break/Informal Discussion	
Coaching 2	<i>A deeper look at some aspects of coaching and their applications, to further progress the development of managers and their subordinates.</i>
Break/Informal Discussion	
Planning and Conducting a Team Task	<i>The 7 simple steps to enable the clear and direct planning of any team task from concept to completion.</i>
Lunch	
Practical Applications of Team Tasks	<i>Indoor team based activities giving the candidates an opportunity to exercise some of the skills taught.</i>
Break/Informal Discussion	
Staff Empowerment 2	<i>Following on from utilising all levels of personnel to effect positive change throughout the company and the implementation of these skills.</i>
Break/Informal Discussion	
Final Review/Feedback	<i>Whole course review and feedback including aims and expectation attainment.</i>

Notes:

The quoted price is subject to change without notice.

The quoted price is a minimum of 6 candidates.

Trainer Travel and Subsistence is not included in the quoted prices.

All prices quoted are subject to VAT at the prevailing rate.