

MANAGEMENT: Introduction to Management

Course duration: 1 day

Who should attend: People with no or very little experience at managing or those who are seeking an introduction to management techniques.

Course benefits: This is a practical course which helps to build confidence and skill for first time managers as they work with their most important and yet complex resource – PEOPLE.

The course introduces the new manager to the fundamentals of the managerial role. It focuses on combining the essential skills of time management, people resource management, leadership skills and performance and change management. The course will provide you with a thorough grounding in the principles of managerial excellence.

Through working with other new managers on the course you will get to share experiences, practice new skills and gain feedback in a risk-free environment.

What you will learn:

- The qualities of a successful manager
- The effective management of time
- Leading people and building teams
- Managing performance
- The need for change
- Engaging others
- Personal development