Essential Skills for Managers

This workshop gives you in-depth insights into your work preferences, strengths and areas for development as a manager. It will also help you to better understand, communicate with and manage your team.

You will receive a personalised Team Management Profile (TMP) highlighting how you prefer to relate to others, how you use information and make decisions and how you organise yourself and others. You will reflect on these preferences and take part in a series of case studies, discussions and experiential activities designed to maximise your strengths as a manager.

Outcomes
After taking this workshop, you should be better able to: • state your preferences, strengths and areas for development as a manager • manage individuals, tasks and your team • communicate with your people effectively

This workshop is for you if…

You are a first line manager, team leader or someone who aspires to a management position.

Essential Skills for Managers – Course outline

Module	Module content
Management fundamentals	• Management and you • Management vs leadership • Managing people, tasks and your team
Your Team Management Profile (TMP)	• Introducing the 8 work functions • Exploring different preferences • Your management preferences, strengths and areas for development
Building your team	• Analysing your team's preferences • Allocating work effectively • Using the TMP to balance your team
Communicating with your team	• Exploring communication channels • Adapting your communication style for different TMP preferences • Case study and role-play – a challenging team member
Delegating work	• Why, what and when to delegate? • How to delegate to each TMP preference • Reviewing the results
Motivating your team	• Understanding what motivates people • Motivating different TMP preferences • Case study and role-play – a disengaged team member
Making decisions	• Decision making and TMP • Communicating tough decisions • Bias within decision making
Giving feedback	• Giving feedback to different TMP preferences • Structuring your feedback • Case study and role-play – giving constructive feedback