



t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

**silicon
beach**
TRAINING

Key Management Skills

Duration: 3 days

Prerequisites

There are no prerequisites for this course

This Key Management Skills training course is designed for newly appointed and/or existing managers who have received little or no formal management training to help them perform effectively within the role.

The 3 day course is highly-interactive and provides excellent coverage of the essential knowledge, skills and techniques for success as a manager.

Objectives

As a result of completing this Key Management Skills training course, delegates will:

- Appreciate the key skills and attributes required of an effective manager.
- Assess their own management profile and the impact on performance.
- Consider a range of leadership styles and recognise when each is appropriate.
- Develop delegation skills and techniques.
- Understand the principles of One Minute Management.
- Recognise the key motivators of people at work.
- Recognise the importance of effective goal setting.
- Develop the skills needed for constructive feedback.
- Identify the 4 reasons that lead to under performance.
- Enhance communication and interpersonal skills.
- Identify the factors that deliver high-performance team working.
- Examine and practice applying two types of coaching.
- Develop a personal action plan for implementation in the workplace.

Course Content

DAY ONE

- The Management Role – Key Skills & Attributes
- Management Profile
- Leadership Styles
- Effective Delegation & Monkeys

DAY TWO

- One Minute Management
- Goal Setting & Motivation
- Feedback Skills
- Managing Performance
- Communication in Management

continued...

Follow Us



Related Courses

Management Skills for New Managers: 2 days

Leadership Skills: 2 days

Team Leadership: 1 day

Effective Delegation Skills: 1 day

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining



t: 01273 622272 e: info@siliconbeachtraining.co.uk w: www.siliconbeachtraining.co.uk

**silicon
beach**
TRAINING

Key Management Skills (continued)

Duration: 3 days

Prerequisites

There are no prerequisites for this course

DAY THREE

- Building a High-Performance Team
- Coaching & Learning
- Programme Review
- Action Planning

Follow Us



Related Courses

Management Skills for New Managers: 2 days

Leadership Skills: 2 days

Team Leadership: 1 day

Effective Delegation Skills: 1 day

Links

feeds.feedburner.com/sbtblog/
facebook.com/SiliconBeach
twitter.com/sbttraining