

Leadership and Management Techniques – 1 Day Course

Course Overview

This course provides delegates with a series of tried and tested leadership and managerial techniques. Emphasis is placed on the provision of the link between managerial strategy and effective team performance.

Topics covered include goal and objective setting, evidence based commentary on team and individual performance and the difference between management, leadership and supervision.

Who Should Attend

This course will benefit anyone required to supervise, lead or manage staff.

Course Content

Overview

- What is the difference between management, leadership and supervision?
- Roles and responsibilities

Management Techniques

- The long term view
- How your team fits with the organisational strategy
- Setting team and individual performance goals and objectives to meet organisational needs
- Analysing evidence of good and poor performance
- Making balanced decisions

Supervisory Techniques

- Setting task related goals and objectives in line with performance and organisational goals
- Acknowledging and meeting individuals needs
- Analysing trends and capabilities

Leadership Techniques

- Inspirational communication for today's leader
- How to communicate under-performance in a way that will inspire and motivate
- The art of performance related feedback

Additional Information

- CD Manuals and Certificates provided
- Course timings – 9.30 am- 4.30 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – training@paradisecomputing.co.uk

