



## Course outline

### *Moving into management*

#### Course aim

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To introduce staff to a range of tools and techniques to prepare them for managing or supervising a team.

#### Objectives

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At the end of the course participants will have:

1. Identified different management styles
2. Discussed the skills of an effective manager
3. Established the importance of communicating with your team
4. Reflected on own motivators and ways of motivating others
5. Determined how to manage performance and give feedback
6. Examined why people fear change and considered ways of working and managing through change
7. Considered ways to increase influence and behave assertively
8. Written a personal action plan

#### Content

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- Management styles and skills
- Communication
- Performance Management
- Motivation
- Managing through change
- Influence and assertiveness

#### Course type

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The session is a two day workshop and includes a mixture of group discussion work.