

Leadership & Management Skills

This leadership management training programme is designed to help you to gain more confidence by showing you exactly how to get the best from yourself and others, each day.

Learn how to apply concepts and strategies to influence and direct your organisation's behaviour. By understanding how individual and organisational behaviour impacts the achievement of business goals, you can increase your employees' and company's overall performance. Learn concrete skills to improve your ability to lead teams and achieve business goals.

Duration: 2 days

Course Topics:

- Goal setting
- Effective communication
- Effective planning
- Time management tips
- Problem solving
- Team work
- Motivation and delegation
- Coaching
- Managing change

At Course Completion delegates will be able to:

By the end of this programme participants will be able to :-

- Identify different management styles and when to apply them
- Improve communication to achieve better results
- Deal with conflict and confrontation from staff and peers
- Identify and use skills for motivation and delegation
- Be a better networker
- Deal with change and know how to manage it
- Establish an effective team