



## COURSE OUTLINE

COURSE TITLE: Management skills

COURSE LEVEL: 5

DURATION: One day

### Introduction

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A course for aspirant or new managers, designed to give some basic underpinning knowledge of the management task and to give participants some theories, ideas and frameworks within which the manager can work. The course provides an opportunity to develop good management practice and skills.

### Benefits of Attending

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The course gives participants a clear understanding of the management task and some basic management theory. The course will allow participants an opportunity to gain an understanding of how we manage ourselves and give a framework for managing individuals and teams. We will give participants some basic understanding of how to manage resources.

### Programme Highlights

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- Management theory around the role, function and task of management
- Look at models for understanding our own strengths and areas we need to work on
- Models for understanding how people learn and how to motivate people
- Theories around developing individuals with different needs and building a team
- Decision making theory. Planning, organisation and time management models
- Action planning and problem solving

### Who Should Attend

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Those with little management experience who are looking to take up a management post or who are newly promoted into a management position

### Special Notes

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This course works well when taken with the Leadership Styles one day course

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# Management Skills

## Learning outcomes:

- To assist learners to understand some basic management theory
- To allow learners to have a critical look at their management practice
- To allow learners to look at managing specific resources and situations

## Introductions. (15 mins)

### Session 1. (1 hour) Understanding Management

- An introduction to management theory, roles and functions
- Assessing our own strength and weaknesses as managers

## Coffee. (15 mins)

### Session 2. (1 hour) Managing Resources

- Your greatest resource. People
- Effective time management
- Creative financial management
- Problem solving

## Lunch (1 hour)

### Session 3. (1 hour) Managing People and Teams

- What motivates people. How people learn
- Assessing team performance and understanding how teams work
- Team building and team development

## Coffee (15 mins)

### Session 4. (1 hour) Managing Change

- Understanding the process of change
- Communication
- Decision making. Risk taking
- Action planning

## Any Questions (15 mins)

Close