

## Introduction to Management

Managing people or resources is the biggest learning curve that any individual is likely to encounter. This course will give all new and prospective managers a solid foundation in the latest techniques and thinking they will need to become effective in their roles.

'Introduction to Management' is practical, relevant and developmental; providing training in all the core management skills that are required by today's managers. By providing newly appointed managers with the tools and techniques to be effective, organisations can quickly turn a potential weakness into a strength.

### course details

#### Course Duration

Two Days

#### Course Cost

£1600

#### Maximum Delegates

This course is designed for up to 10 delegates

#### Training Location

Training can be run at any venue

#### Participant Profile

This course is aimed at:

- Newly appointed and prospective Managers and Team Leaders
- Managers and Team Leaders who are assuming greater responsibility

#### Key Topics

Participants will cover:

- The role of a Manager
- The management process
- Managing change
- Effective delegation
- Practical motivations
- The appraisal process
- Giving praise and feedback
- Discipline and grievance
- Employment legalities
- Effective time management

#### Course Benefits

On completion of this course, participants will understand:

- How to identify who your customers are and why customer care is important
- How to outline how people are affected by change and ways of helping them adapt
- The importance of effective delegation
- What motivates people and how to identify this

### client testimonial



I am very happy with the outcome of all of the training programmes t2 have created for Procter Brothers.

Jeremy Procter, **Procter Brothers**

### You may also be interested in...

#### Managing Performance

Designed to identify the importance of utilising a performance management methodology and give participants the skills to install one.

#### Developing Others

Focuses on the training and development needs of your team. It looks at the key stages of training and development; ensuring that it is appropriate, efficient and cost effective.