

Managing to Achieve - A development programme for First Line & Supervisory Managers

DURATION: 11 HALF-DAY WORKSHOPS OVER 22 WEEKS



building better lives



Introduction

People are often promoted into supervisory or management roles because they excel as skilled, committed, responsible and willing operatives.

This programme will give you the confidence, skills, techniques and tools to:

- supervise and manage effectively
- improve the performance and motivation of your staff and teams
- raise the efficiency and quality of products and services
- become a better decision maker
- manage your time successfully

This course is ideal for...

supervisors, charge-hands, first line managers and those who aspire to become managers in service, administration or production environments

Course outline

The workshops deliver a blend of taught sessions, experiential learning, experimentation, self assessment questionnaires and skills rehearsal.

How will I learn?

The 22-week programme gives time for you to experiment with new skills and techniques, leading to deep learning. The informal atmosphere allows you to be yourself and to learn in a non-threatening environment in which confidentiality is always respected. You'll develop your own toolkit of approaches, techniques and skills for managing people, tasks, problems and personal effectiveness. Throughout the programme, you will prepare and maintain your personal development plan and learning log.

What skills and knowledge will I develop?

- Workshop 1: The role of the first line manager or supervisor
- Workshop 2: Motivating individuals and teams
- Workshop 3: Team leadership
- Workshop 4: Implementing change
- Workshop 5: Effective communication
- Workshop 6: Dealing with challenge and conflict
- Workshop 7: Improving staff performance through appraisal
- Workshop 8: Instruction and delegation
- Workshop 9: Coaching for performance
- Workshop 10: Problem solving and action planning for continuous improvement
- Workshop 11: Managing your time and priorities

How will my learning be assessed?

This is not an assessed programme. Instead, the focus is on self development and creating better workplaces. In your learning log you will record and evaluate techniques and approaches that you use throughout the programme.

Why choose this course?

The course gives you the time to consolidate your learning and adapt the techniques and skills to suit your own requirements. Over the 22 weeks, you will develop confidence and skill in managing people, dealing with difficult situations and getting the best from your team. You will be able to bring your own particular problems and situations to the programme and discuss in confidence how best to deal with them.

For workshop content & learning outcomes visit
www.cmsvoc.co.uk

How do I apply?

If you are interested in this course contact judi@cmsvoc.co.uk or call Judi Haigue on 01484 434800