

Being an Effective Manager

Overview

This programme focuses on the key elements of ‘what makes a good manager?’. Through self assessment and exploration of best practice methods of managing and leading, each manager will gain personal awareness of their leadership style and how to adapt their natural style to engage and motivate individuals within their team. They will also learn how to manage their team as a whole in order to ensure maximum team effectiveness in the workplace.

Each manager will leave the course with a personal action plan for how they will improve their effectiveness as a manager.

Objectives

- To understand the responsibilities and accountabilities of a manager.
 - Understanding the key characteristics of a good manager.
 - To build and manage an effective team through key leadership skills.
 - To develop essential people management skills.
 - To develop key coaching and delegation techniques in order to strengthen the team’s capabilities.
 - To increase your confidence, and ability, in performance managing your team members.
- To understand your own leadership style, the impact this can have on others, and how to adapt your style to suit the individual and the situation.

Contents

- So what makes a good manager then? – Key characteristics
- Understanding the difference between leading and managing
- Kotter’s model
- What’s My Leadership Style? – Self analysis and review
- Understanding how to effectively manage performance
- The Support and Challenge model – interactive exercises
- Situational Leadership – adapting my style to suit the individual
- Coaching skills – the SOARR model
- Leading and building successful teams
- Characteristics of high performing teams - P.E.R.F.O.R.M. mnemonic. Current state assessment
- Personal action plan
- Close