

Management Skills – Senior Managers

ClearCut
IT TRAINING

Duration: 2 days

Who should attend: Designed for Directors and Senior Managers from any function to develop skills. Managers in their first general management role, or those about to be promoted to top management will find it especially useful.

Aims: To explore and practice a range of specific skills essential to leadership in the business environment.

By the end of the course, delegates will:

- Understand the role of the strategic manager
- Have a clear understanding of strategic thinking and planning techniques
- Know how to maximise staff performance using leadership, communication, motivation, and teamwork
- Be able to lead positive change more effectively
- Be better equipped to retain and develop their key people

Topics

The role of the senior manager

- Skills
- Styles
- Attitudes

Strategic thinking and planning

- Vision
- Values
- Culture

Inspiring Outstanding Performance

- Performance objectives
- Motivate your people

Chairing Effective Meetings

- Encouraging creativity
- Problem solving
- Decision making

Managing Performance

- Giving constructive feedback
- Overcoming resistance to change