

learning
equals
development

EQV Course Outline



■ Basic Management

■ 1 Day

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Basic Management

(1 Day)

Business Benefit

Most organisations recognise that 'First Line Management' is a pivotal role in the success of a business or project. Without a sound understanding of the manager's role and a good grasp of the basic skills, many may struggle, flounder and possibly fail. This course provides that understanding and kick-starts the development of those skills.

Who Should Attend?

This Course is invaluable for everybody involved in working with people, projects or information. Those new to management who need to acquire and develop management skills. Also experienced managers who would benefit from re-acquainting themselves with the basics.

Learning Objectives

*By the end of this course
you will be able to...*

- Define the purpose and objectives of the management role
- Understand the different ways people manage and identify the most successful management behaviours
- Describe the basic principles of Team Building
- Demonstrate how to manage the performance of individuals and teams
- Understand what motivates people and how to develop that motivation
- Demonstrate the key skills of Coaching
- Produce a Personal Development Plan that will help you implement the learning

Course Content

- Defining the management role
- Management Styles – what works best?
- Essential behaviours for successful management
- Team Building – what is the process? How do we manage it?
- Performance Management – how to make objectives and targets actually work
- Motivation – dispelling the myths and applying the reality
- The two basic approaches to effective Coaching
- Creating an action plan to develop management skills in the workplace

2011
Jul 12
Aug 11
Sep 12
Oct 12
Nov 11
Dec 08

2012
Jan 12
Feb 10
Mar 12
Apr 13
May 14
Jun 15
Jul 12
Aug 13
Sep 07
Oct 29
Nov 28

You may also be interested in

Appraisal Skills, Interviewing & Recruiting, ILM Level 3 Award in First Line management

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:
£395
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Feel like a better Manager already!"

"This was very helpful, for my day to day running of my business"

"Excellent overall was interesting when we applied personal scenarios I could relate to."

