



MANAGEMENT AND LEADERSHIP

Peak performance

Skills for managing people effectively

As a manager, you need a range of skills to enable people to achieve their very best. This workshop will give you the opportunity to develop the skills necessary for you to be seen by your staff and your organisation as an effective manager.

Who is the workshop for?

Recently appointed and potential managers and supervisors – or those with experience but no formal training.

What can I learn?

- Adapt your management style to get the best from individuals.
- Set clear objectives and standards – and ensure they are met!
- Delegate work to get the results you want.
- Improve your coaching skills.
- Give feedback to reassure, motivate and help people learn.
- Uncover and resolve performance problems.
- Explore different ways to motivate individuals.
- Use your organisation's appraisal system to enhance performance.

What can I expect?

This highly participative workshop involves discussion, activities and role-plays to help you reflect on ideas and build essential skills. One-to-one follow-up via telephone or email is available for all participants after the course to support you in using improved skills in the workplace.