

## ***Preparing for Management***

### **Programme Overview**

Preparing for Management is designed for Supervisors and less experienced Managers who have been recognised as having the potential to be promoted into a more senior Managerial position. The programme provides substantial personal feedback, content on what leadership and management is all about and how to deliver results in a managerial role. It provides a blend of theoretical input, feedback, and skills.

### **Who is it for**

Supervisors and less experienced Managers who have identified potential.

### **Programme Objectives**

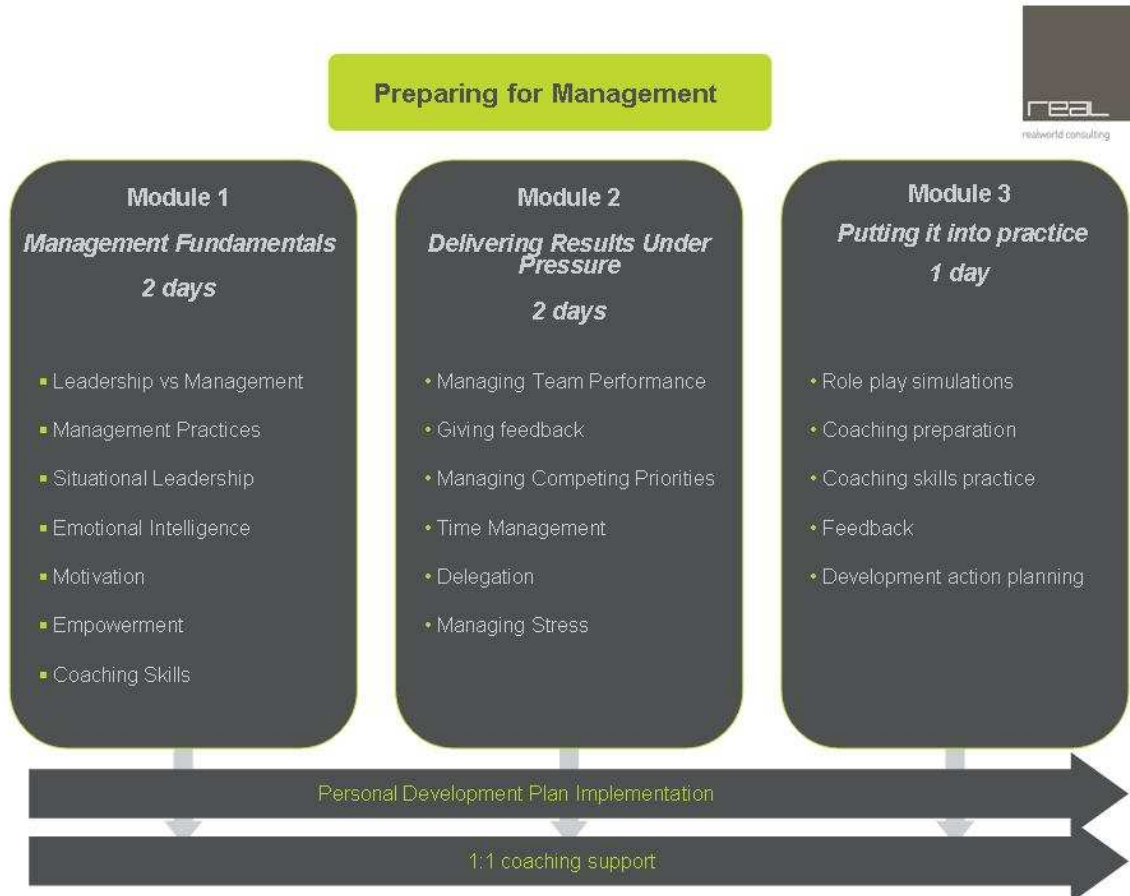
- to raise attendees' awareness of their style with regard to managing and leading others
- to prepare attendees with the essential learning and skills they need to take on a managerial role
- to provide attendees with a thorough understanding of their outstanding development needs and to enable attendees to put in place a rigorous development action plan to address those needs

### **Learning Outcomes**

Preparing for Management will enable attendees to:

- understand the differences between leadership and management
- reflect on how others perceive their management and leadership style and where their development areas are
- understand the concept of emotional intelligence and receive feedback on their level of emotional intelligence
- understand and plan how to motivate their people more effectively by creating a culture of empowerment
- develop and practice coaching skills
- understand what factors characterise effective teams
- reflect on the vision, mission and goals of their own team
- practice the skills of giving feedback to others
- apply prioritisation tools and use delegation to improve their time management
- understand the nature of stress at work, what stress means to them and how to manage it for themselves and others

## Content



### Part 1 – Management Fundamentals (2 Days)

Part 1 of the programme focuses on the essential knowledge, behaviours and skills required of a good leader/manager. Specific content includes:

- Input on the differences between leadership and management
- Input and personal feedback on Situational leadership
- Input and personal feedback on Emotional Intelligence
- Empowerment
- Motivation
- Coaching Skills

There is a blend of theory, reflection and practice. Each delegate will receive extensive feedback through the use of 360° feedback, Emotional Intelligence and Leadership style inventories.

## **Part 2 – Delivering Results Under Pressure (2 Days)**

Part 2 of the programme prepares participants for the pressures of taking on a managerial role. Specific content includes:

- Input on the characteristics of highly effective teams
- Improving team performance by aligning vision, mission and goals
- Giving feedback
- Managing personal time and competing priorities
- Delegation
- Managing stress in self and others

## **Part 3 – Putting it into practice (1 Day)**

Part 3 of the programme is based around a role-play exercise to simulate a typical managerial challenge. Participants will coach each other to tackle the situation and then give each other feedback on how they performed. The rest of the workshop focuses on development action planning drawing together all the learning from the programme. Specific content includes:

- Role play scenario
- Personal feedback on behaviour against key competencies
- Development action planning

The programme is supported with 1:1 coaching to enable transfer of learning and development of specific skills.