

Introduction to Management

Effective people managers can improve work environments, attract and retain talent and help increase employee motivation and productivity. Yet often people are promoted into managerial roles with little or no experience and no formal training to equip them for their new role.

Given the right knowledge and skills a good manager can help employees grow and develop, encourage collaboration, celebrate team differences and contribute to the creation of an engaging and fun workplace.

But, managers need to understand their role and consider fairness, equality and diversity within their teams, tailoring their communication styles to suit the needs of each individual to get the best out of their people.

This two session development programme is designed to upskill anyone new to management or those without any formal training to understand the role of a manager and gain theoretical and practical skills to get the most from their teams and deliver the goals of the organisation.

Our workshop could be customised to include your organisation's relevant policies and practices to demonstrate the key learning points whilst providing practical ideas and techniques that can be applied in the workplace immediately.





Programme Contents and Learning Objectives

- Understand the difference between management and leadership
- Gain an understanding of different motivational theories
- Understand the different situational leadership styles
- Identify your own situational leadership style
- Understand the role of a Line Manager and identify good management traits
- Identify your current emotional intelligence level and how to increase it
- Understand the importance of fairness and consistency in management
- Identify and understand the impacts of Line Manager behaviour
- Understand the key communication skills and your preferred style
- Identify other key people management skills
- Gain an understanding of equality legislation and the pitfalls to avoid from a recruitment and selection perspective
- Identify your role in inducting new employees to your team
- Identify how to set performance standards and manage expectations
- Understand how to manage an employee's probation and your options
- Understand the key principles of conducting effective appraisals, SMART objective setting and giving and receiving feedback
- Identify ways to handle performance problems
- Understand how to handle short-term and long-term absences
- Understand your role in conducting workplace investigations and handling disciplinary and grievances



Please get in touch to discuss your needs or to obtain a quotation to deliver this workshop.



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