

INTRODUCTION TO MANAGEMENT AND LEADERSHIP PROGRAMME

In-House

Price Price on request

Booking If you are interested in scheduling an in-house course, please [email LMT here](#)

Duration 12 hours (Split over 2 days. Each day will consist of 2 x 3-hour modules with a break in-between)

Delivery Zoom

Delegates There will be a maximum of 6 delegates

Programme Information This live on-line interactive programme is aimed at managers and or team leaders who are new to their role and looking to gain insight into people management skills and how to get the very best from you as manager and your team.

This course is divided into 4 x 3-hour modules which are split over 2 days. Each day will consist of 2 x 3-hour modules with a break in-between.

This virtual course is also interactive where managers are asked to turn on their video and interact as they would do in a face to face training day.

Note: If delegates would like to be members of The Institute of Leadership and Management (TILM) there will be a small fee in addition to the price quoted per delegate.

Programme Objectives By the end of the complete programme, managers will know:

- What management and leadership is and is not
- Management styles and appropriate uses depending on the person and situation
- How to be manager as coach and mentor – flexing styles to encourage ownership of tasks
- How to build successful, motivated teams
- Delegating and giving feedback with structure and confidence

Programme Content

- **Day 1**
 - **M1: Understanding Management and Leadership – 3 hours with breaks**
 - What management is and is not
 - What good managers do
 - The three aspects of management
 - Management and Leadership skills and styles
 - Management and Leadership styles
 - Your preferred style and approach
 - **M2: Manager as Coach and Mentor – 3 hours with breaks**
 - What coaching and mentoring is and is not
 - Knowing when you are coaching and not
 - Coaching style questions
 - Listening with intent
 - Structuring your 121 sessions
 - Action and review

- **Day 2**
 - **M3: Motivating and Engaging the team – 3 hours with breaks**
 - Review of modules 1 and 2
 - Motivational theory include McClelland and SCARF
 - Personality traits – Awareness of self and your team and how to meet their need
 - Practical discussions and action plans in team motivation
 - **M4: Delegating and Giving Feedback – 3 hours with breaks**
 - The true meaning of delegation
 - What gets in the way of delegation for manager and team member
 - ABCD of delegation – a structured approach to expressing expectations
 - Feedback - Constructive vs Destructive language
 - Giving feedback in a coaching style
 - Feedback practice
 - Action plan and review