



Ref T&D7

Management Skills – Level 3

Course Duration:

2 days

Course Aim / General Introduction:

This course is designed for newly appointed managers. Its modular approach builds into a toolkit of essential management skills and gives practical 'real life' examples, scenarios and techniques to enable the New Manager to manage with confidence. This course equips delegates with the necessary skills and techniques to manage their team and perform to the best of their abilities.

- It allows delegates, in a risk free environment, to understand the essential processes of good communication.
- It enables delegates to fully understand the key processes of effective delegation and motivation.
- It gives the tools necessary to be able to take responsibility in a number of situations, ranging from simple to very complex.

This allows delegates to see the benefits of informed decision making and taking action versus procrastination and indecision.

Learning Outcomes:

- Understand and work to procedures with own project
- Carry out administrative responsibilities
- Develop an event or project for other individuals
- Develop self management

Teaching and Learning / Assessment:

- Group / Individual exercises
- Role play
- Group discussion
- Case study

Capacity:

12 people

Price:

- In-house session @ £590, plus VAT
- In-house session @ £125, plus VAT per additional delegate
- Grouped training @ £295 per person, plus VAT
- One to one session @ £300 per person, plus VAT

Qualification:

On successful completion of this course students will be awarded the OCN Level 2 award in Management Skills.

The award is issued through Life Environmental and The National Open College Network who are approved as an awarding body with the Qualifications and Curriculum Authority (QCA).



For further information, including course booking:

Telephone: 0113 2700775 / 07894 488628

