



4D Group

Time Management for Managers and Supervisors

Who Would Benefit?

This course is for those who have recently been or about to be appointed to a management position, or for those wishing to develop their management potential. You will learn some of the skills of managing and motivating others and will gain confidence in your ability to manage individuals and achieve organisational goals. Through a variety of self-assessment exercises, discussion and activities, you will find out how to put into practice what you have learnt.

Objective

By the end of the course you will understand and be able to apply management principles, identify how actions and management styles influence performance and understand and be able to practice interpersonal skills in a managerial context.

Content

Your management style.
Key qualities of a successful manager.
How to manage your team.
Different management styles.
Developing your team.
What makes an effective team?
Stages of team development.
Understand team roles.
Deal with problems within the team.
Managing time.
Take control of your time.
Responding to priorities.
Solving time management problems.
Making and refusing requests.
The art of motivation.
What motivates you and your team?
How to get the best out of people.
Giving criticism.
Giving praise.
The art of delegation.
Achieve results through your team.
Overcoming barriers to delegation.

Duration

One day