

## Management and Leadership

### Advanced Management Skills

Course code: AMS1

Duration: 5 Days

Delivery method: In person or as online Zoom Sessions

#### About this course:

*Who should attend?*

- Chairman, Chief Executive, Finance Director, Company Secretary, Board Members, Directors of Strategy, Directors of Policy, Directors of Departments, Deputy Directors of Departments, Heads of Departments, Deputy Heads of Department, Senior Managers, Advisers to Senior Management, Senior Project Managers

*By the end of the course delegates will be able to:*

- Create objectives and targets to achieve the vision, mission and goals of an organisation
- Apply leadership skills to inspire and unite an organisation
- Motivate people and build successful teams
- Analyse and implement creative problem solving and decision making techniques

#### Day 1 - Setting Objectives and Targets

- Where are you now and where do you want to be, by when?
- Plan and actions required to achieve these objectives
- Improve organisational, team and individual performance with quantifiable targets
- Monitoring, measuring and feeding-back results

#### Day 2 - Leadership

- Vision, roles and responsibilities of an inspirational leader
- Qualities, skills and commitment required
- Adapting leadership styles to different situations
- Overcoming the challenges of leadership

#### Day 3 - Motivation

- Factors which motivate you and others
- Achieving organisational goals with a motivated workforce
- Increasing motivation to improve individual performance
- Management skills required to motivate individuals and teams

#### Day 4 - Team Building

- Characteristics of an effective team
- Roles and responsibilities of individuals in the team
- Building a strong team which delivers results
- Delegating, appraising, evaluating, coaching and mentoring skills for teambuilding

#### Day 5 - Creative Problem Solving and Decision Making

- Analysis of causes, symptoms and implications of a problem
- Generating a range of creative solutions
- Prioritising options against objective criteria to make a decision
- Implementing decisions, evaluating results and responding to feedback



## Course bookings

In order to attend a BLS course, a written registration request must be sent by email to [enquiries@blsuk.com](mailto:enquiries@blsuk.com)

If the registration is accepted, the course administration department will issue the delegate with an acceptance letter and an invoice.

## Payment

Course fees **MUST** be paid via bank transfer at least **two weeks prior** to the course commencement. Failure to make payment on time will result in an automatic cancellation.

## Cancellations

Cancellations made up to seven days prior to course commencement will qualify for a full refund of the course fees. Cancellations made less than seven days prior to course commencement will not qualify for any refund.

All cancellation requests must be submitted in writing.

## Language

Fluency in English is an essential requirement for attending any course.

## Substitutions

Delegates registered on any course can be substituted at any time without risk of a penalty. Substitution requests must be made in writing.