

Leadership & Management (2 day)

(elements can be accredited as a Level 4 Diploma allowing the learner to earn credits and certification)

Day 1. Leadership and Management

Three hour session focussing on:-

1. Leadership and Management

This element will allow individuals to explore the differences between Leadership and Management concepts whilst focusing on elements such as change management, innovation and ways in which to build effective teams. An understanding that values of trust and honesty between employees is important to develop mutual relationships.

Three, one hour sessions focussing on:-

2. Communication

Using MBTI to gauge how individuals work when receiving and giving information. We will look at how different types communicate and how from time to time it's important for you to match your respondents type in order for them to gauge understanding quickly and efficiently. We will also look at the structure behind active communication.

3. Motivation

Motivation is a huge element in any environment. With a focus on intrinsic and extrinsic motivators. The session will focus on drawing out the best ways to externally motivate people, whilst encouraging intrinsic motivators. Using the MBTI tool we will identify how each of the different types are affected by intrinsic and extrinsic motivators.

4. Delegation

Being able to let go and delegate tasks to others can be one of the hardest managerial responsibilities. The temptation to it yourself can become overwhelming, so we will look at ways of ensuring that delegation is structured and approached in a timely way.

Day 2. Leadership and Management

Four hour session focussing on:-

1. Time & Organisation

Designed to help people to prioritise and control their own personal goals or workload in an organised way. It will enable individual attendees to answer that question 'What is Time Management?' and look at the way in which they organise their work, run effective meetings whilst making suggestions on ways to improve with practical examples.

Two hour session focussing on:-

2. Action Planning

Action planning is a process which will help you to focus your ideas and to decide what steps you need to take to achieve particular goals that you may have. It is a statement of what you want to achieve over a given period of time. Preparing an action plan is a good way to help you to reach your objectives in life or at work.