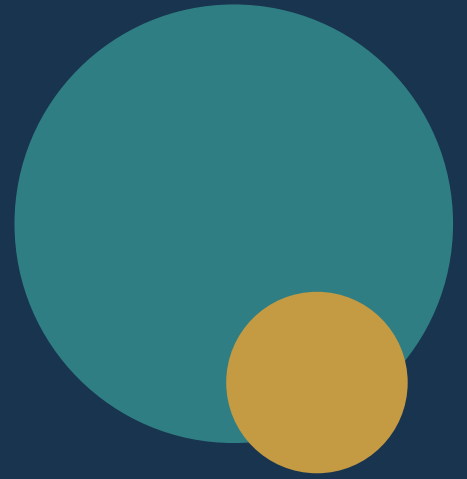


INSTINCT FIELD TRAINING ACADEMY

Certified Management & Team Leadership

Professional Training Programme

Management | Teams | Delegation | Decisions | Performance | Change



For Daily Living
www.fordailyliving.com

Because you can.

Programme Overview

Develop practical management and team-leadership skills for modern workplaces. This programme brings together management foundations from The Attention Clock with the Instinct Field and PEP approach to awareness, timing, behaviour, decision-making and group dynamics.

Designed for new managers, supervisors, team leaders, experienced managers refreshing their skills, and professionals preparing for greater responsibility.

The programme develops:

- Clear management and leadership behaviours.
- Team motivation, delegation and empowerment.
- Performance management and constructive feedback.
- Conflict resolution and difficult-situation handling.
- Strategic thinking and practical decision-making.
- Change leadership, adaptability and organisational awareness.
- Coaching and mentoring skills for developing people.
- Personal accountability, focus and self-leadership.

Management and Leadership

Two connected responsibilities

Management creates structure, clarity, priorities and reliable execution. Leadership creates direction, trust, engagement and movement. Effective managers learn to combine both depending on the situation.

- Management: planning, prioritising, organising, delegating and reviewing.
- Leadership: direction, motivation, trust, communication and decision quality.
- Team leadership: matching people, strengths, tasks and objectives.
- Self-leadership: accountability, reflection, discipline and continuous improvement.

The programme treats leadership as something that can be demonstrated at any level - through stability, clarity, timing, behaviour and the ability to improve the environment around a team.

Training Modules 1-6

1. Modern Management Foundations

The role of the manager, responsibilities, priorities, leadership versus management and professional boundaries.

2. Goal Setting & Prioritisation

SMART goals, long-term objectives, the 80/20 principle, workload focus and turning objectives into actions.

3. Understanding Team Dynamics

Team development, strengths, collaboration, inclusion, motivation and creating conditions for effective teamwork.

4. Delegation & Empowerment

Matching tasks to capability, giving ownership, setting expectations, review points and building confidence through responsibility.

5. Performance Management

Expectations, measurable outcomes, one-to-one reviews, constructive feedback, improvement planning and follow-through.

6. Conflict Resolution

Recognising tension early, separating facts from reactions, structured conversations, mediation thinking and restoring working relationships.

Training Modules 7-12

7. Coaching & Mentoring

When to coach for short-term performance and when to mentor for longer-term development, confidence and career growth.

8. Strategic Thinking

Long-term thinking, internal and external factors, SWOT analysis, milestones and connecting daily decisions to wider objectives.

9. Decision-Making Under Pressure

Reducing unnecessary complexity, identifying useful information, timing decisions and avoiding reactive management.

10. Leading Through Change

Change planning, communication, adaptability, resistance, uncertainty and maintaining team direction during transition.

11. Culture, Trust & Reliability

Consistency, behavioural stability, team expectations, organisational culture and how predictable leadership behaviours build trust.

12. Self-Leadership & Development

Personal growth plans, reflection, accountability, time management, development goals and continuous professional improvement.

The Instinct Field & PEP Layer

The course adds a distinctive second layer to conventional management skills: how leaders read the environment, notice patterns, regulate their own behaviour and create clearer conditions for others.

- Timing awareness: recognising when to speak, observe, intervene, accelerate or pause.
- Leadership stability: remaining consistent and useful when pressure rises.
- Decision clarity: retaining useful information while reducing unnecessary complexity.
- Predictive awareness: noticing trends, behaviour changes and pressure shifts before they become larger problems.
- Group dynamics: understanding how attention, trust, communication and conflict move through teams.
- Environmental regulation: helping a team become calmer, clearer, more focused and coordinated.

This creates a management course that teaches standard workplace skills while also introducing the wider For Daily Living approach to awareness, behaviour and environmental influence.

Practical Management Activities

- Complete a management self-assessment and identify current development priorities.
- Create a delegation plan based on team-member strengths and capability.
- Practise a constructive feedback conversation using a workplace scenario.
- Build a short mentoring plan for a developing team member.
- Choose between coaching and mentoring for different employee situations.
- Conduct a SWOT analysis for a team, project or fictional organisation.
- Create a change-management plan for a realistic workplace scenario.
- Develop a personal management action plan with measurable review points.
- Assess a team environment for stability, clarity, trust, communication and reactive volatility.
- Build a one-year leadership and management development roadmap.

The emphasis is application: every major concept should produce an action, reflection, practice task or workplace tool.

Who This Certification Is For

- Newly appointed managers and supervisors.
- Team leaders moving into formal management responsibility.
- Experienced managers refreshing or broadening their management toolkit.
- Professionals preparing for promotion.
- Small-business owners managing staff or contractors.
- Project leads and operational coordinators.
- Coaches or trainers who want stronger workplace-management knowledge.

Useful across

- Office and remote teams.
- Customer service and sales environments.
- Operations and field-based teams.
- Small businesses and growing organisations.
- Project, service and people-management settings.

Learning & Certification

The programme is structured as applied professional development. Learners move from core management foundations into practical team leadership, strategic thinking and the Instinct Field/PEP perspective.

Programme components

- Structured video lessons and presentation modules.
- Workbook tasks and reflective exercises.
- Management scenarios and role-play activities.
- Practical templates for goals, delegation, feedback and development.
- Knowledge checks and course assessment.
- IFTA professional certificate following successful completion of the programme requirements.

The objective is a practical management toolkit that can be used immediately in real teams, projects and workplaces.

Part of the 8 Pillars for Daily Living

Management & Team Leadership sits within the wider For Daily Living professional-development ecosystem and draws on material from The Attention Clock and the PEP / Instinct Field framework.

- Leadership and management development.
- Communication and emotional intelligence.
- Mindset and personal development.
- Instinct and situational awareness.
- Performance, focus and decision-making.
- Coaching and mentoring.
- Career and business development.

Read the books. Take the course. Apply the framework. Develop professional management skills.

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