



Leadership & Management

Our Leadership & Management course covers an overview of personality types and traits and the techniques we can use to communicate and manage individuals and teams effectively.

This course is aimed at those who have been selected by their employer to Line Manage employees

This is a 2 day course which benefits from having a 4 week space between Day 1 and Day 2 to enable learners to have time to explore techniques for further discussion on Day 2.

Course Content:

The course will cover the following learning outcomes:

Day 1

- Big 5 Traits – Personality – SWOT Analysis
- Leadership vs Management – Qualities & Styles
- Communication & Management Tips
- Conflict Management – Recognise, Deal & Negotiate

4 WEEK GAP BEFORE DAY 2

Day 2

- Re-cap of Day 1 – Management Styles & Roles – Learner update on what has worked for them
- Getting it Right – Strategies for Success
- Delegation – Avoiding overload
- Managing Conflict – Difficult Conversations
- Time Management – Planning, Performance & Delegation
- Managing Stress

Test of knowledge

This course does not include a test as the learning outcomes will be met through group discussions and notes written throughout the course.

On successful completion of this course Learners will be issued with a certificate of attendance.

Duration:

2 Days

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