

Effective Management Programme

Target Audience

Newly appointed and more experienced Managers.

Purpose

To help and support managers who are seeking to improve their leadership effectiveness in order to achieve superior performance through their immediate team and their wider organisation.

Objectives and Outcomes

- A clear vision of success based upon what must be achieved at work
- The ability to use tried and tested business planning techniques
- Understanding of current leadership impact with clear choices for development
- Clarity about how to utilise personal strengths and manage limitations
- Improved capability to communicate effectively and gain commitment from others
- Enhanced coaching skills to raise awareness in others and to help them take responsibility for their work
- Faster and better quality decision making
- A practical, work related, development plan
- A career development/personal development strategy.

Design Features

- Pre-work is used to help delegates identify learning needs and business issues
- Prior diagnosis of individual needs with the programme leader
- Five intensive days spread over a five week period
- Workshop days separated by job centred learning assignments
- Learning support teams provide additional challenge and learning
- A 24/7 coaching helpline.

Benefits

- Delegates are able to make a fast start as a result of the preparation process
- The spread of days helps delegates to fit the programme into a busy schedule
- The focus is upon the application of job related learning
- Delegates have the option of obtaining help and support from fellow delegates in their support teams during and after the programme
- Delegates can obtain telephone coaching from the programme leader during and after the programme.

Duration

Two days in week one followed by one day in week two and three, and a final day after two weeks (week five). Each day is from 0900 – 16.30.

Preparation

Each delegate receives a preparation booklet and reading material. The programme organisers send the programme leader contact details for each delegate. The leader makes contact at a suitable time for each delegate (one to two weeks before the programme), in order to discuss the preparation work, explore business issues and agree learning requirements.

Programme Content

- Finalising and amalgamating learning objectives into the programme framework
- The difference between management and leadership and how they both fit together
- Prerequisites for establishing credibility and retaining trust as a leader
- Different leadership styles and their effectiveness
- Developing and communicating a clear vision and success criteria
- Managing change within an organisation
- Developing goals and strategies to achieve the vision
- Choosing and developing the right balance of measures
- Developing the working environment and culture
- Reviewing individual communication styles, intent and impact
- Identifying individual strengths and development choices
- Developing communication strategies, techniques and supporting behaviours
- How to ensure consistent and effective communications at all levels
- Coaching for performance and development
- Working with and influencing people with integrity
- Raising awareness and helping others to take responsibility for their own performance
- Developing effective and valued meeting processes – planning, communications, review and problem-solving
- Facilitating meetings to create a forward looking and productive climate
- Developing work related plans to implement learning
- Exploring development needs/career development strategies
- Reviewing plans and the next steps for support teams.

Assignments

Days two three and four are followed by assignments that are relevant to individual learning objectives.