



# Leadership & Management

A one day, 5 star rated course from the training experts



# Leadership & Management Course

This is a one day introduction to management course in which you will learn the complete A-Z of what a manager needs to know when performing this role.

By the end of this course you will understand:

- the essential knowledge and toolkit of skills to work with confidence
- How to work more cohesively to achieve team goals and objectives
- The roles and responsibilities of an effective Leader / Manager
- how to drive the productivity of your team by applying effective delegation and time management techniques
- how to lead your team to success by being given an insight into recognised Leadership styles
- recognised tools and techniques used to understand behaviours and handle any conflict that may emerge amongst members of your team

## Who should attend?

Anyone who manages, leads, or supervises a team. Managers who have not yet received formal training or managers, team leaders & supervisors looking for a refresher course.

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Excellent course – the trainer really knew his stuff. I would recommend this to leaders of any teams and not just to “team leaders”.

The small group scenario was great as I really feel that I participated

Lynne Reeves | Project Management Team Leader

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





# Leadership & Management COURSE OUTLINE

This course will teach you how to become a more effective manager and leader.

- Defining the Role of the Manager
- Understanding the difference between Leadership and Management
- Establishing your credibility and authority as a supervisor/team leader
- Motivating your people towards success
- Managing workloads through Effective Delegation
- Managing Performance and setting Goals and Objectives
- Delivering Feedback Effectively
- Managing difficult personalities and behaviours within your team
- Holding Difficult Conversations regarding under performance
- Effective Time Management
- Getting the most out of Team Meetings
- Handling Conflict within the team

Course was informative, entertaining and very practical.

Jonathan Gumery | Supervisor

## Price and Venues

**Manchester Science Park: £295 + VAT**

(We offer group discounts)

## Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

## How to book

To reserve your place on our Leadership and Management course, simply pick your preferred date from our website and send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

