

Believe Training

Professional & Personal Development



Managers Survival Kit

At Believe Training we understand that people get promoted for doing a great job. We also understand that it's not always easy to give these rising stars the development opportunities they need to give them the skills and confidence to hit the ground running.

Programme Aim

This 6 day development programme will give them that opportunity. The programme aims to develop their skills, attitudes and confidence so that they manage more effectively and efficiently.

Delegate Profile

The course is aimed at the rising stars within your organisation, the newly promoted employees, team leaders and first line managers. Or it could be useful for anyone with responsibility for managing others who wishes to refresh their management skills

Programme Outline

Day 1: Management tool box

- Problem solving
 - Exploring the different techniques available
 - Decision making tools
- Time management without a magic wand
- Setting achievable objectives

Day 2: Essential skills development

- Effective communication skills
 - Understanding the process
 - Adapting your style
 - Gaining rapport
- Presentation skills
 - The 'why, what & how' of preparation
 - Dealing with nerves

Day 3: Self Awareness

- Emotional intelligence
 - What it is & how we can develop it
- Confidence & self esteem
 - Developing the right attitude to put all learning into practice

Day 4: People skills

- Assertiveness
 - Techniques to try
 - Common sense assertiveness
- Dealing with conflict in the workplace
- Building the team
 - How teams develop
 - How you can develop your team members
 - Team roles

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Day 5: Becoming a leader

- Introduction to leadership and its various styles
- Motivation
 - theories and how you can use them in the workplace
 - motivating your staff

Day 6: Presentation of cost saving project

- final check of presentation
- presentation to rest of group and line managers



Programme Approach

The programme will be a mixture of self-analysis, personal development and skills development. There will be individual exercises and questionnaires, thought provoking discussions, team work, home work and presentations.

The programme is run 2 days per month for 3 months with mini assignments to be completed between each session, to help put the learning into practice, and a major problem solving project to undertake which will be used as the basis of the presentations on day 6

The problem solving project is based on actual problems (or needs for improvement) in the workplace which, upon completion, will **save the company money**. This way the company can recoup the cost of the course and more.

The programme is run in-house for up to 12 delegates (min 6)