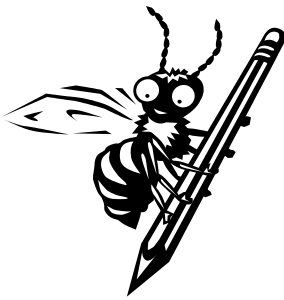


Believe Training

Professional & Personal Development



The Bees Knees

Leadership & Management Programme

Your organisation needs effective (not run-of-the-mill) managers and leaders if your business is going to thrive and grow. They need to be nurtured, encouraged and developed and that is why this programme encourages you (as their manager, business owner) to have input into the course and give support and assistance to the delegates wherever possible: after all they are going to be helping you grow your business.

Programme Aim

To develop the skills, attitudes and knowledge of your rising stars to enable them to be more effective and efficient managers and more inspirational leaders

Delegate Profile

Any Team Leader to Senior Manager who has the capability and willingness to take a step up in their responsibilities

Programme Outline (in brief)

Day 1: Setting objectives & problem solving

Day 2: Leadership, positive power & influence

Day 3: Communication & NLP

Day 4: Building a team & dealing with conflict

Day 5: Recruitment & induction

Day 6: Performance management

Day 7: Emotional intelligence

Day 8: Time management & stress awareness

Day 9: Motivation & delegation

Day 10: Presentation skills

Day 11: Developing a success mindset

Day 12: Presentations of cost saving projects (to which line managers will be invited)

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 1 day per month for 12 months with mini assignments to be completed between some of the sessions to help put the learning into practice. There is also a major problem solving project to undertake (based on actual needs within the company) which will be used as the basis of the presentations and aims to save the company money. This way you may recoup the cost of the course and more.

The programme is run in-house for 6 - 12 delegates