

Rightrack ... a little bit of magic

**Management Essentials**  
a 1 day programme



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### Introduction

This 1 day management training programme looks specifically at the importance of the role of the manager and leader and aims to improve confidence and skills of any manager.

The programme also explores the complexities of being promoted into the role from the team and how to project the appropriate style and management approach.

### Main Features

- Understanding an organisation's need for Leadership, Management and Supervision
- Appreciating the importance of the role of the supervisor and team leader
- Testing out different leadership styles and exploring their impact
- Exploring different styles of influence and persuasion and establishing your own preference
- Understanding the need for different approaches to different people and situations
- Understanding what motivates others and how to use this knowledge
- Action planning to transfer the learning to get improved results in the workplace

### Key Benefits

- Gets managers focused on managing
- Less time wasted on managers doing inappropriate tasks
- Builds individual confidence levels
- More effective use of time and other resources
- Improved manager/staff relations
- Reduced conflict and confrontation
- Stronger, more productive working relationships
- Improved motivation for individuals and teams
- Develops confidence to start making good decisions
- Immediate business impact



## Further Detail

- Explore how organisations change and the need for different types of people to lead them and run them
- Look at Organisational structures and typical leadership styles
- Compare Management & Leadership and understand when and where each apply
- Investigate what leaders and managers do?
- Explore and test out the spectrum of leadership and management styles
- Appreciate the difference between allocating, delegating and dumping work
- Explore changing levels of control and strategies for managing this
- Understand the common theories of motivation and how these apply to people at work
- Gain an understanding of what motivates others and how leaders, managers and supervisors can use this knowledge
- Experience the different ways of persuading others using both PUSH and PULL behaviours
- Experiment with the different ways of influencing others and establish your own preferences and strengths
- Learn how to deal with conflict and difficult situations
- Create and share personal action plans



## Programme Options

This is an in-company programme with the following options:

<b>Available Packages:</b>	<p><b>Ready-to-Go</b> - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice</p> <p><b>Customised</b> - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available</p> <p><b>Bespoke</b> - We research, design and deliver the programme specifically for your needs</p> <p><b>ILM</b> - We can design this to be eligible as an Institute of Leadership &amp; Management Development Programme, which can provide external recognition for your programme</p>
<b>Duration:</b>	1 day
<b>Materials:</b>	Folder, workbook, handouts, pen and certificate of attendance
<b>Support:</b>	<p><b>Research</b> - Pre-programme research visit or telephone discussion</p> <p><b>Administration</b> - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p><b>Evaluation</b> - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p><b>Righthtrack Membership</b> - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p>
<b>Dates &amp; Location:</b>	To suit you
<b>Delegates:</b>	Up to 12 people
<b>Style:</b>	Righthtrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
<b>Learning Methods:</b>	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

