



## Sharpen Your Management Skills

Effective managerial skills are required to help people and the organization improve their own effectiveness and efficiency. Globalisation and rapidly developing technology shows this is a period of intense competition. Proper management is vital in these complex environments. The quality of a manager and effective management styles can determine the culture of an organisation, the productivity of its staff and ultimately, success or failure. A manager should have the ability to direct, supervise, encourage, inspire and co-ordinate, and in doing so facilitate action and guide change. This course provides a foundation for these essential management abilities to bring the organization forward.

### Expected Accomplishments

- Enhanced management performance
- Develop an effective communication strategy with the team and seniors
- Apply techniques for solving day to day issues
- Conduct efficient, effective meetings
- Enhance personal performance within the organization
- Understand managerial needs of the organization
- Discover how to influence team members
- Priorities when working on more than one project
- Time management

### Course Outline

- The role of the manager as coach and leader
- Management qualities and effectiveness
- Personal Appearance and Presentation
- Effective communication within the organisation and your team
- Work personality and interpersonal skills
- Time and priority management
- How teams work
- Developing performance
- Motivating the team from within
- Coaching the team as a whole and individually
- Appraisals that work
- Managing upper management
- Managing effective meetings
- Delivering results
- Managing conflict and compliance

Managers and team leaders from all disciplines.

### Related Training

- Leadership for Success
- Teambuilding and Motivation at Work
- High Performance Management Skills Toolbox

### Duration

3 days

### Mode

Consultant led classes with exercises, case studies and group discussions.

### Prerequisites

Good communication skills

### Course Code: MGT-141

### Who Can Benefit

