

## **Aster Training**

*Aster Interim Solutions Limited*

# **Effective Management Training Course**

**Price:** £595.00

## **Course Overview**

A two day practical introduction to management training course designed for team leaders through to middle managers. The content has been tailored to develop the management potential of both new and semi-experienced managers by demonstrating how best to achieve optimal results through the efforts of your team.

## **What you will learn**

At the conclusion of the course each delegate will be able to appreciate:-

- The importance of Planning
- A structured approach to decision making
- How to maximise the use of time in the workplace
- How to resolve conflict and grievance situations
- The elements required to build an effective, motivated team
- The best way to implement change
- Effective communication
- The importance of staff development and appraisal systems
- The use of Key Performance Indicators in a work environment

## **Course Content**

The Effective Management Training Course covers the following topics:-

- Managing the transition from team member to team leader
- The Management Planning process
- The Task Execution Cycle- PDCA
- How to make objective decisions
- Time Management & Delegation
- Managing conflict & problem employees
- Discipline & Procedures
- Gaining acceptance of change
- The 'listening' manager
- Management by Objectives
- Management by Wandering Around (MBWA)
- Effective Communication
- Team Building
- The importance of Key Performance Indicators (KPIs)
- Staff appraisal
- Interviewing technique

Elements of the course content require the delegates to participate in interactive role play.

Courses are limited to a maximum of twelve delegates. Course costs covers the two training sessions, a comprehensive set of course notes, lunch and refreshments.

This is a non-residential training course. This course can be delivered in-house if required. For further information contact Aster Training on **01296 720281** for a Free Consultation to discuss your training requirements.

Costs are exclusive of VAT which is chargeable at the current rate.

Prices are correct at the time of publishing, but may be varied in line with market conditions from time to time.

[Vendor Information](#)