



Athelbrae

## Getting to grips with Management: New Manager's Development Programme Course Outline

### Getting to grips with Management: New Manager's Development Programme

The first few months in any management role are daunting.

So often managers receive their first appointment because they are technically superb of their job. However, the skills required to manage a team are very different to the "doing" and, when under pressure, inexperienced managers often revert to this comfort zone rather than leading their team.

The biggest issues new managers face is always around confidence, authority and managing your "mates".

This 8 module, bite-sized programme, delivered fortnightly and incorporating a break in the middle to embed the learning into the workplace, is designed for all those new to management or who have had no formal training in their role.

Short, snappy, informative sessions held off site and delivered by our Director of Training, provide delegates with highly practical information on all the key issues that a good manager wants to get to grips with for immediate use back in the workplace.

However, don't just take our word for it, here's what one of clients said about a recent programme: *"We had been looking for a bite sized programme for our newly appointed Managers for some time and this programme has really hit the mark. Our Managers have taken a lot from the first couple of modules and are looking forward to the rest of the programme"*.

Share experiences and learning with like minded individuals to set you on the road to fantastic management and leadership.

The package includes relevant templates for delegates to tailor for their own use.

Delegates will also have the opportunity to access free resources from the Athelbrae website and receive regular updates and articles on management issues.

#### Course Content

- Module 1 – Managing your mates and how to motivate others
- Module 2 – Communicating effectively with your staff and senior leaders
- Module 3 – Conducting appraisals and giving constructive feedback at all times
- Module 4 – Handling staff who under-perform or are challenging in their approach
- Module 5 – Time Management and delegation
- Module 6 – Resolving conflict and confident negotiations
- Module 7 – Recruiting the Right Staff
- Module 8 – Meeting Management – preparation, purpose and actions



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**Who should attend?**

Anyone who is new to management, is on the promotion ladder or who has not received any formal management training prior to their appointment.

**What our Delegates have said about the Programme**

*"Module 1 was especially helpful for me to step back and manage my mates better"*

*"Module 2 gave me the skills to handle staff situations. If you get the communications right, half the battle is won!"*

*"Module 3 was inspirational in helping me to get the best out of Appraisals and knowing where you are going by setting an objective and planning how to achieve this"*

*"I learnt so much from Module 4 and watching how others dealt with difficult situations"*

*"Module 5 changed my habits by being less reactive and planning my day more"*

*"Using easy to remember models to deal with conflict has given me so much confidence" (Module 6)*

*"Module 7 was so helpful in identifying the right questions and funneling these to get responses"*

*"Structuring and planning meetings beforehand was the 'penny dropping moment'. Using the plan makes so much sense and will help me immensely". (Module 8)*

*"Through this Programme I have seen a massive increase in my confidence. Sometimes it takes a forum like this to bring it out. Thank you for such an awesome experience!"*

**Programme details**

The programme runs from 8.30 am – 11.30 am every two weeks. This means that delegates can get back into their workplace during the day without taking a whole day out of their diary.

All training is held off site at one of our venue partner hotels, Chilston Park, Lenham and Brandshatch Place and Spa at Fawkham, near Dartford.

Our Director of Training, Keith, will be on hand throughout the programme and afterwards for delegates to have telephone support to supplement their development.

**Your investment**

The Programme package is £1040 per delegate + VAT for the 8 modules and includes all delegate materials, training, certificate, catering and refreshments (breakfast rolls on arrival with tea/coffee refreshments through the morning).

**Programme Dates**

Module Details	Chilston Park, Lenham	Brandshatch Place
Module 1	Wednesday 18 <sup>th</sup> April 2018	Friday 7 <sup>th</sup> September 2018
Module 2	Wednesday 2 <sup>nd</sup> May 2018	Friday 21 <sup>st</sup> September 2018
Module 3	Wednesday 16 <sup>th</sup> May 2018	Friday 28 <sup>th</sup> September 2018
Module 4	Wednesday 23 <sup>rd</sup> May 2018	Friday 19 <sup>th</sup> October 2018
Module 5	Wednesday 6 <sup>th</sup> June 2018	Friday 2 <sup>nd</sup> November 2018
Module 6	Wednesday 20 <sup>th</sup> June 2018	Friday 16 <sup>th</sup> November 2018
Module 7	Wednesday 4 <sup>th</sup> July 2018	Friday 30 <sup>th</sup> November 2018
Module 8	Wednesday 18 <sup>th</sup> June 2018	Friday 14 <sup>th</sup> December 2018

**For more information or to book onto either programme, please contact  
Kate@athelbrae.co.uk or call 01892 832059**