



Introduction to Management for Supervisors and New Managers

This highly engaging, informative and helpful one day course will provide you with the skills to help you on the ladder to becoming a great manager.

Very often there are questions around what is expected of you in your role. This can range from how much authority you have to asking your work friends to undertake tasks. Without the confidence to assert your skills as supervisor, this can often leave you floundering and cause you unnecessary stress.

This course is designed to be fun, informative and gives you the introductory skills that you need to become a successful manager. Working with individuals who are in the same position as you, enables you to share your experiences and best of all, you'll come away with the confidence to grow and develop in your role.

Course Content

- What should I REALLY be doing?
- Communicating effectively – getting your message across with friendly authority
- Managing your mates – how to maintain friendships and working relationships
- Leading with confidence
- Managing your time
- Learning to let go and delegate tasks effectively
- Tackling staff who are not performing.

Who should attend?

For new or inexperienced managers and supervisors who would like a high-level overview of the skills needed and who are looking to build their confidence to be able to succeed in the role.

We recommend that for a more in depth understanding and development of skills our 8 module Getting to Grips with Management Programme is suitable as a follow on course.