BUSINESS & PROFESSIONAL DEVELOPMENT TRAINING

INTRODUCTION TO MANAGEMENT

Tuesday 25th October 2016
& Tuesday 24th January 2017

COURSE LENGTH : 1 DAY
VENUE : CORPUS CHRISTI COLLEGE
COURSE COST : £150.00+VAT PER PERSON

Overview

This workshop looks at the essential skills and attitudes that an individual new to supervising or managing will need to master in order to achieve their objectives with and through the efforts of other people.

Who is this course for?

The course is designed for those people new to supervising or managing and is a useful refresher for more experienced managers.

Course Content

What are the Essentials of Management?

- What is management? Skills and attributes of the 'ideal' manager
- Analysing own strengths and areas for development.
- Looking at how to develop these skills

Giving Constructive Feedback

- What is feedback?- exercise defining feedback and the difference between feedback and praise or criticism
- Rescripting feedback- exercise to identify effective feedback or rescript ineffective feedback
- Feedback scenarios- role play different scenarios to practice giving feedback

Decision Making

- Considering different ways of managing behaviour- delegates to work in teams to decide on the best way to manage a variety of staff in different situations and with different issues.
- The impact of decisions when managing staff

Certification

Certificate of attendance

Corpus Christi College
CAMBRIDGE

For further information and to book contact the:
Conference Team at Corpus Christi on 01223 337144 | www.corpus.cam.ac.uk/conferences