Introduction to Management, Communication and Leadership

Agenda

09:15  Arrival – Registration / coffee / tea

09:30  Session 1:
  • Introductions & Scope
  • Attendee Objectives
  • What does good (and not so good) look like?
  • Concepts of Management Leadership, styles and techniques.

11:15  Coffee / tea break (15 mins)

11:30  Session 2:
  • You as a Manager. What is the Point of You?
  • Your Business and Management Priorities, Plans and Development
  • Working with People & Teams. Creating the right environment

13:00  Lunch (60 mins)

14:00  Session 3:
  • Organisational Requirements- Policies, Procedures, Recruitment.
  • Managing teams, performance, appraisals and development
  • Managing situations, working with HR and other Organisational support.
  • Discussions on examples and attendees experience/priorities.
  • Effective communication and presentation as a Manager

15:00  Coffee / tea break (15 mins)

15:15  Session 4:
  • Bringing It all together, Reflection and self-development
  • Developing Leadership and team performance

16.00 - 16.30  Q & A

For more information about this course contact the training team:

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