



# Leadership & Management

A two day, 5 star rated course from the training experts



# Leadership & Management Course

A 2 day course designed to provide you with the essential knowledge and a toolkit of skills for you to work with confidence as a manager.

By the end of this course you will understand:

- the roles and responsibilities of an effective Leader / Manager
- how to lead your team to success by being given an insight into recognised Leadership styles
- how to apply a variety of Communication styles when dealing with a range of differing personalities
- how to motivate teams and individuals and how to drive their performance to deliver outstanding results
- tools and techniques used to understand behaviours and handle any conflict
- effective delegation and time management techniques
- Your own behavioural style through a DiSC report

Who should attend?

Anyone who manages, leads, or supervises a team. Managers who have not yet received formal training or managers, team leaders & supervisors looking for a refresher course.

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

The trainer was very specific in identifying what issues we had and provided several ways in which to try to overcome them.

Overall an excellent course that I would recommend to others. Very friendly and knowledgeable. Thank you!

Jane Connors | The Forum of Private Business

Brilliant instructor. I enjoyed every minute of the course and I will take so many new skills with me to work.

Andrew Burt | Cartridgesave Ltd

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





# Leadership & Management COURSE OUTLINE

This course will teach you how to become a more effective manager and leader.

- Defining the role of the supervisor and team leader
  - Understanding the skills, attributes and qualities of an effective leader
  - Establishing your credibility and authority as a supervisor/team leader
  - Acquiring a range of leadership styles to suit different situations
  - Motivating your people towards success
  - Handling difficult people and difficult situations – conflict management
  - Managing workloads through effective delegation
  - Organising yourself and others through effective time management
- Communicating effectively with a range of personalities
  - Acquiring the essential skill of delivering feedback effectively
  - Managing difficult personalities and behaviours within your team
  - Coaching individuals and conducting one to one meetings
  - Managing the performance of your people and setting SMART objectives
  - Getting the most from your team meetings
  - DiSC Behavioral Profile

## Price and Venues

**Manchester Science Park: £595 + VAT**

(We offer group discounts)

## Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

## How to book

To reserve your place on our Leadership and Management course, simply pick your preferred date from our website and send us an email or give us a call.

Or if you prefer, we offer private and In-House training on request.

Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)

Call: 0161 226 6032

Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)

We offer group booking discounts for two or more delegates.

