



2 Day Leadership & Management

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



2 Day Leadership & Management Course

A 2 day course designed to provide you with the essential knowledge, and a toolkit of skills, to enable 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.
- Your own working & behavioural style.

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.

Price and Venues

Manchester: £595 + VAT

Birmingham: £650 + 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.

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

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

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





2 Day Leadership & Management COURSE OUTLINE

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

Understanding Leadership

- What is the difference between a leader & a manager
- What are the pros & cons of leadership and management?

Leadership Styles

- What is a leadership style & why is it important?
- What are the different leadership styles?
- Which leadership style are you?
- What does your leadership style mean & how does it affect you?

Qualities of an Effective Leader

- What are the qualities that make an effective leader?
- What are your leadership qualities?

Leadership Models

- What are different leadership models?
- What are the pros & cons of each leadership model?
- How to choose the right leadership approach

Effective Delegation Skills

- What are the principles of delegation & why should you use it?
- Selecting tasks for delegation
- The levels of delegation
- How to delegate effectively

- Activity Delegation Log Handout

Behavioural & Working Styles

- What are behavioural styles & why are they important?
- Which behavioural style are you?
- How to interact with each style
- How to you see yourself vs how do other people perceive you
- Communication Styles & Assertiveness Skills

Motivating Others

- What is motivation?
- Why is good motivation important?
- Understand your management motivation techniques
- [Continued on the next page](#)



2 Day Leadership & Management COURSE OUTLINE Cont.

Communication Styles & Assertiveness Skills

- Motivating others
- What is motivation?
- Why is good motivation important?
- Understand your management motivation techniques

Goal & Objectives Setting

- The importance of setting goals for yourself & your team
- SMARTER goals
- Steps to achieving Goals & Objectives
- Goal & Objectives setting exercise handout
- Questioning & listening skills
- Why are questioning skills important?
- Different types of questions, and how to use them

- Active Listening Skills – simple techniques to help yourself be a better listener

Performance Appraisals

- What are appraisals and how are they used?
- The four-steps to an effective performance appraisal
- Performance Appraisal Form handout

Giving Developmental Feedback

- Understanding developmental feedback
- How to give effective developmental feedback
- Understanding reactions to feedback & how to handle them

1:2:1s

- What is a 1:2:1 review, and why are they important?
- How to get the most out of a 1:2:1 review
- How to structure a 1:2:1 review
- Manager 1:2:1 Tracking Form handout

Performance Coaching

- What is Performance Coaching?
- Understanding the competence learning cycle
- How to use Performance Coaching Model 'GROW'
- How to get the most out of Performance Coaching
- Performance Coaching Questions handout
- Performance Coaching Record handout



2 Day Leadership & Management Training Course

Why Choose M Training's Leadership & Management Course

- Run by a specialist Leadership & Management Trainer with over 17 years' experience in running Leadership & Management courses
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- Convenient locations in Manchester and Birmingham.
- Choose from public, one to one and private group courses
- Personality test included to understand your profile and best management styles
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available in the two day Leadership & Management course from £1,380 + VAT.

These courses are ideal if you cannot make one of the set course dates or if you want a different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK or at our Manchester or Birmingham offices.

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

How to book

To reserve your place on our 2 Day Leadership and Management course, simply pick your preferred date and book on our website, 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

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.