



2 Day Leadership & Management Course

A 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.

Introduction

On Day 1 of the 2 days delegates are taken through the meaning of leadership, explanation of leadership styles and models and to identify and apply them to different working and behavioural styles in order to be a good leader.

Day 2 then moves on from this, looking at how you, as a manager, can get the most from your team through motivation by setting goals and objectives and performance management techniques e.g. 1:2:1's and appraisals.

Who would benefit from this course?

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.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

5.0 ★★★★★

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

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£595 + VAT	£995 + VAT
Birmingham	£695 + VAT	£1095 + VAT
Leeds	£695 + VAT	£1095 + VAT
Online	£490 + VAT	£750 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £1,180 and from £900 for a private Online course. Please email or call us with your preferred venue, number of delegates and any requests.





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

Google

5.0 ★★★★★

Very valuable course. Have done similar in the past but this was most relatable and resulted in actions to take away due to trainer taking time to learn about our business & challenges.

Sam Hall |
Jet 2

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.





2 Day Leadership & Management

Course Outline cont.

Communication Styles & Assertiveness Skills

- Communication Styles
- What is Assertiveness?

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

To book please see next page

Google

5.0 ★★★★★

Jane was a great trainer with very good anecdotes and experience. The content was well thought through and tried and tested. Would recommend the course to new and aspiring managers.

Ashley Davies
VMWare UK

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.





2 Day Leadership & Management Course

Why Choose M Training's 2 Day Leadership & Management Training Course

- Run by a specialist Leadership & Management Trainer with over 10 years experience in running training courses
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- From Only £490 + VAT
- Convenient locations in Manchester, Leeds, Liverpool and Birmingham.
- We provide one to one and private group courses throughout the UK
- 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 from £1,180 + VAT for a classroom course and from £900 + VAT for a private online course.

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

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 2 Day Leadership 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.

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