

Emerging Managers Programme



Overview

Newly appointed managers need to be supported as they look to establish their style and approach to leading and developing their teams. The Emerging Managers programme will provide managers with practical tools and approaches to managing people which can be easily applied to their workplace. Facilitated by skilled professionals with an in-depth knowledge of what it takes to succeed in the workplace this programme will provoke thought and action, with immediate results.



Objectives

- Understand their role within their organisations and how to add greatest value.
- Identify personality types and how it impacts on others to either enhance or inhibit performance.
- Identify and develop new management behaviours to improve their performance and contribution.
- Identify effective approaches to “managing up” ensuring strong working relationships are developed and maintained.
- Apply key skills to develop strong working teams.
- Identify effective communication habits providing constructive feedback and maintaining employee motivation.
- Learn to prioritise and manage time effectively, reduce stress and improve personal impact.



Who is it for?

This programme is designed to support newly appointed or soon-to-be appointed managers. Additionally it would benefit managers looking to enhance their skills further.



How & Where is it delivered?

The programme is delivered over 6 full day workshops in the Carlow Gateway Business Centre, Athy Road, Carlow from 9.30am – 4.30pm . See reverse for dates.



Cost

€650 per participant. Certification is optional for an additional €70 per participant. (See reverse for further details.)

For further information please call 091 755 736 or
visit us on www.leapleadership.ie

Emerging Managers Programme

1

Tuesday, 14th April, 2015 The Role of the Manager

- Understand the difference between Management and Leadership
- Understand the role of the Manager
- Apply proven approaches to management and their significant impact on performance
- Focusing on your area of responsibility

2

Tuesday, 21st April, 2015 Producing a High Performance Team

- Evaluating effective behaviours
- Team Roles & Responsibilities – deliver objectives
- Coaching to improve performance

3

Tuesday, 28th April, 2015 Development of Self

- Identify your strengths & weakness
- Building successful relationships
- Understanding your managers priorities and how best to address them

4

Tuesday, 5th May, 2015 Effective Communication

- Apply defined steps to coaching an employee for improved performance
- Ensure effective follow-up and support is adhered to
- Understand how to apply different communication styles
- Interpret body language
- Communicate in difficult situations

5

Tuesday, 12th May, 2015 Time Management

- Delegation
- Prioritising
- Eliminating the urgency addiction
- Taking control

6

Tuesday, 19th May, 2015 Managing Change

- How to enable your team to manage change by your application of the ADKAR model
- “Who Moved My Cheese” apply the lessons of the international bestselling programme to your company
- Why most Change Management initiatives fail and what you can learn and apply from this.

This programme is accredited by QQI Ireland (formerly FETAC).
Component Certificate Award Level 6 “Managing People”

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