

MANAGEMENT EFFECTIVENESS PROGRAMME



Overview

Participate in an engaging programme that focuses on the key skills for effective management. Each workshop incorporates practical approaches based on best practices. Participants will work through case studies and simulation exercises to understand how their approaches and responses impact on outcomes. Through this experience participants will determine the best approaches for managing people and options for addressing issues as they arise.



Objectives

As a result of your active participation in this programme you will:

- Understand the role and responsibilities of effective management
- Demonstrate enhanced capability to motivate and manage individuals and teams
- Determine practical approaches to engage employees and drive team performance
- Structure conversations with employees to address performance issues and agree new behaviours
- Demonstrate improved skills in effective communication
- Understand how to manage individuals through change resulting in increased co-operation and support
- Have a greater understanding of your own behaviours and their impact on others
- Manage yourself effectively to reduce stress and increase your positive impact on your team and organisation



Who is it for?

This programme is designed for those who have:

- taken on a management role
- experience in the role and would benefit from a stronger understanding of best practices



How is it delivered?

This programme is delivered over 6 full day workshops. Each workshop is highly interactive using group discussions, individual reflection and group exercises to explore issues and develop identified management skills.



Certification

Successful participants will earn a QQI Level 6 component certificate in Managing People.

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

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1

The Role of the Manager

The challenge for the great manager is to ensure that employees remain engaged and focused. This workshop will explore the key responsibilities for managers and how the participant can deliver on those responsibilities effectively resulting in employees being motivated and empowered to deliver on their roles.

2

Driving Employee Engagement

When employees fully understand their role and value in the organisation 91% will work towards the defined targets but the number plummets to 23% when there is confusion (source: Melcrum Workplace Communications Research USA). This workshop will look at developing strong business disciplines to drive employee engagement.

3

Understanding Self & Others

Employees respond to the behaviours of their managers. It is therefore imperative that managers understand their behaviours and identify ways to manage those behaviours successfully. Managers will explore the coping behaviours they have developed that are serving them well and those that need to be eliminated as they negatively impact on effectiveness.

4

Managing Teams

With the pressures on businesses to deliver more, in a shorter time frame, it is imperative that managers understand how to build team capability quickly. Managers need to determine behaviours that help teams develop and thrive and swiftly eliminate practices that hinder team performance.

5

Communicating for Performance

Managers need to be effective at providing constructive feedback to eliminate poor behaviours and reinforce positive ones. Understanding how to manage conversations and steering them towards the desired outcome will be explored. Managing conflict and working towards positive resolutions will also be addressed.

6

Managing Change

Organisations cannot stay static if they are to survive and thrive. Managers are responsible for driving change and implementing new work practices. This workshop provides a framework for managing people through change while exploring how to identify hidden resistance to change and how to overcome that resistance.

QQI Certification

Participants will develop a work related project to apply learning and earn QQI certification (component certificate, Level 6). A half day workshop is included in this 6 day programme to progress projects, overcome obstacles and develop confidence. Through the project participants will apply the learnings from each workshop to engage employees, manage change and address performance related issues.