



Collective inspiration

Essentials of management

Two days

Too often people find themselves promoted into a managerial position with no real idea of what they should be doing! Unfortunately, technical expertise alone doesn't make for a seamless transition into an engineering management role. The black-and-white, right-answer-versus-wrong-answer mentality that makes for good engineering is at odds with the skills needed to manage people. Key soft skills are needed to deal with people and the demands of the business.

This two day course covers the essential skills and personal qualities that will make you, as professional engineers and technologists, successful in your managerial position.

Who will benefit from this course?

This course is perfect for all managers, from those that have been newly promoted or for those wanting to refresh their skills.

What will you learn?

As a result of attending this course, you will:

- Identify the difference between management and leadership and which to apply to your role
- Have a clear understanding of management styles and the skills to adapt your style as and when required
- Have a clear definition of team structures and the people in them and how to use this as a bench mark for performance management
- Employ structures for giving feedback and delegating tasks appropriately
- Develop confidence in managing difficult situations and people through assertive communication methods
- Understand your own key strengths and weaknesses and develop an action plan for your own development

What topics are covered?

- What is a manager?
- Management V's Leadership
- Key skills of an effective manager
- Management styles
- Situational leadership
- Building teams
- Motivating people
- Effective delegation
- Self awareness
- Communication skills



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- Assertiveness
- Time management
- Giving feedback
- Dealing with difficult situations