



# BUILDING EFFECTIVE MANAGEMENT SKILLS

Management is a crucial function of any organisation, and effective managers are essential to the success of their teams and the organisation.

A 2 DAY INTENSIVE IN-  
PERSON OR ONLINE COURSE  
WITH 1 HOUR MONTHLY  
FOLLOW-UPS FOR 6 MONTHS



**CUSTOMISABLE IN-HOUSE  
TRAINING OPTIONS, SUCH  
AS A 360-EVALUATION AND  
POST-TRAINING COACHING**

## CORE MANAGEMENT TOPICS

- Leadership Styles
- Management Skills
- Decision-making Approaches
- Delegation Techniques
- Professionals Development Conversations
- Communication Rituals and Rhythms
- One-on-One Meetings
- Goal Setting for Performance
- Performance Management Conversations
- Feedback Strategies and Checklist
- Energy Management and Self-care
- Employee Well-being

## WE OFFER

### THE FUNDAMENTALS OF MANAGEMENT

This training program is designed to provide participants with an understanding of the fundamentals of management and develop skills to become effective managers. Through interactive discussions, case studies, practical exercises, participants will learn how to lead, motivate, and develop their teams

### WITH THE OBJECTIVES THAT...

Upon successful completion, participants will be able to :

- Understand the fundamentals of key management principles
- Develop skills to lead and motivate teams
- Learn strategies for effective communication and problem-solving
- Develop skills for talent development and performance management
- Foster a culture of compassion and well-being in the workplace