

# The Role & Responsibility of a Manager



Duration: 2 Days



Ideal Group Size: 10 to 12 People

## Course overview:

This course is ideal for Aspiring / New or First Line Managers who are currently in a management position but are yet to receive any formal training. Delegates will explore how to apply different management styles to different workplace situations and learn the importance of clear communication, effective delegation and setting measurable performance goals / targets.

## Delivery methodology:

Futureproof's training workshops require all delegates to take a full and active role throughout. Our mix of trainer led discussion, facilitation, coaching and skills practice ensures that all delegates enjoy an interactive and supportive learning experience.

## Who would benefit from attending:

This course is aimed at New and First Line Managers who are taking their first steps in a people management role.

## Core learning objectives covered:

- The role & responsibilities of a Manager
- How to get the best out of others
- Understanding team / individual motivation
- Moving from colleague to manager
- Avoiding common pitfalls
- Remaining fair and objective
- Managing remote / hybrid teams
- Identifying different management and personality styles
- Recognising different management styles for different situations
- Effective delegation skills
- Learning to let go
- Setting SMART objectives
- Measuring and monitoring performance
- Handling difficult conversations (under performance)



Want to tailor the content of this workshop and incorporate internal procedures, competency framework, organisational values & work-related challenges?

Get in touch with one of our Learning & Development Managers – 01623 409 824 • [info@futureproof-training.co.uk](mailto:info@futureproof-training.co.uk)