

Rhema Leadership & Management Development Courses

Course Title: Effective Management Skills

Duration: Two Days

Course Objectives:

As a result of this course you will be able to:

- Understand your management role within the organisation
- Be able to use a management process to effectively manage business resources
- Be able to use team building skills to build an effective team
- Understand the different management styles you can use and when to use them
- Understand people's motivation needs and respond to them to increase their job satisfaction

Course Content:

- Today's business context; the drivers of change
- Managing business resources
- The use of a balanced scorecard
- What are the key skills required of managers? What is your management profile?
- Using a five step management process to achieve desired results
- Taking over a team
- Different management styles and their uses
- Building high performance teams
- Understanding people's motivation and job satisfaction needs
- Using delegation to grow people and increase their job satisfaction