



INTRO TO MANAGEMENT

Course Code: BSM03 | Title: Foundations Of Leadership | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

Being an effective manager can be challenging, especially for those new to the role. This one-day seminar equips managers and supervisors with essential skills and the confidence to excel in their roles. Learn practical strategies to handle the responsibilities of management, a role that is both demanding and rewarding.



Who Should Attend Introduction To Management & Supervision Training?

- Newly Appointed Team Leaders
- Aspiring Managers
- Supervisors
- First-Time Managers

Benefits From Attending The Training:

- Gain a clear understanding of the manager's role in achieving success through others
- Learn how to apply different leadership styles based on specific situations
- Improve communication skills, including the effective use of words, tone, and body language

Course Contents:

- **Role of a Manager:** Understand core duties and responsibilities
- **Leadership Styles:** Identify the best approach for different situation
- **Effective Communication:** Improve use of words, tone, and body language
- **Managing Resources:** Tools to manage teams and resources efficiently
- **Management Skills:** Develop essential skills for effective management
- **Building Teams:** Learn what teams need to perform well
- **Organizational Skills:** Manage tasks and priorities effectively
- **Delegation:** Know when and how to delegate for productivity
- **Motivating Your Team:** Inspire and drive team performance
- **Problem-Solving:** Practical exercises for real-world challenges
- **Q&A Session:** Address management questions and scenarios

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.**
Course duration and level can be changed, depending on content, company & individuals*