



THE MANAGEMENT PROGRAMME

Course Code: BSM06 | Title: Bespoke Management Masterclass | Duration: 5 Days (Customisable)
Delivery: Face To Face & Live Online

Course Description:

This bespoke management programme includes the following core training courses:

- **Time Management:** Mastering The Art of Time
- **Project Management:** Mastering the Art of Project Management
- **Introduction to Management & Supervision:** Foundations of Leadership
- **Mastering The Art Of Management:** Management & Leadership Skills
- **Mental Health For Managers:** Managing Staff with Mental Health Difficulties

This training is specifically tailored to your company's working environment, incorporating relevant procedures, tasks, and challenges that your managers face on a daily or monthly basis.

This programme offers complete flexible delivery options: it can be completed consecutively over five days, spread out over a five-week period, or scheduled monthly. Additionally, if you wish to only do 3 of the 5 days, we can restructure to only cover exactly what you are looking for. Training can be held at the PCS training suite or on-site at your location.



Who Should Attend The Management Programme Training?

- Individuals new to the roles and responsibilities of management or supervision, as well as experienced managers seeking to enhance their management and leadership skills

Benefits From Attending The Training:

- Gain a comprehensive understanding of the supervisor's role & key responsibilities in team success
- Learn to adapt leadership styles for different situations
- Improve communication skills by mastering the use of words, tone, and body language

Course Contents:

Time Management:

- Setting Objectives & Prioritization
- Time Auditing & Planning
- Delegation & Self-Management

Project Management:

- Project Initiation & Planning
- Risk Management & Gantt Charts
- Stakeholder Communication

Introduction to Management & Supervision:

- Understand core duties and responsibilities
- Learn what teams need to perform well
- Know when and how to delegate for productivity

Mastering The Art Of Management:

- Leadership Styles & Communication
- Strengthening team dynamics
- Recognizing team strengths and weaknesses

Mental Health For Managers:

- Workplace risks, bullying and resentment
- Navigate pay, sickness, disciplinary actions & redundancy
- Identifying & addressing potential cases of staff feigning illness

Additional Leadership & Development:

- Team Development & SMART Objectives
- Change Management & Discipline

***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*



TIME MANAGEMENT

Course Code: BSM01 | Title: Swimming In Quick Sand | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

Time management is a cornerstone skill for anyone looking to succeed in their professional life. This course introduces proven techniques that have empowered top leaders in business, sports, and public service to reach their highest achievements. Master the art of managing your time to improve personal effectiveness, better manage tasks, and lead your teams efficiently.



Who Should Attend Time Management Training?

- Project Managers
- Team Leaders
- Administrative Assistants
- Human Resources Managers

Benefits From Attending The Training:

- Insight into personal time management style, identifying your strengths and areas for development
- Setting targets and effective delegation can dramatically improve how you and your team use time
- Practical strategies for eliminating time-wasting habits, improving focus, and maximizing productivity

Course Contents:

- **Setting Objectives:** Organize and prioritize your goals to stay on track
- **Improving Work Habits:** Correct unproductive behaviours in yourself and your team
- **Prioritization:** Establish and manage both short- and long-term priorities
- **Time Attitudes:** Adjust your mindset for greater efficiency
- **Motivation:** Stay motivated and keep your team energized
- **Time Auditing:** Use tools to assess and optimize time usage
- **Time Planning:** Effectively schedule and allocate time for tasks
- **Workspace Optimization:** Organize your space for maximum productivity
- **Delegation:** Delegate tasks to free up time for priority work
- **Communication Efficiency:** Streamline communication and resource use
- **Eliminate Time Wasters:** Remove distractions that impact productivity
- **Self-Management:** Build habits for long-term time control

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PROJECT MANAGEMENT

Course Code: BSM02 | Title: Steps For Project Managing | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

This course equips project managers and team members with a comprehensive understanding of project planning and management fundamentals. You will gain the essential tools to ensure your projects are successfully delivered on time and within budget.



Who Should Attend Project Management Training?

- Project Managers
- Operations Managers
- Team Leaders
- Human Resources Managers

Benefits From Attending The Training:

- Gain a solid understanding of core project management principles
- Identify the critical components that contribute to successful projects
- Learn best practices to optimize project planning, execution, and control

Course Contents:

- **Introduction to Project Management:** Learn project benefits, manager roles, and project types
- **Project Initiation:** Set objectives, define scope, and establish strategies
- **Project Organization:** Break down work, structure teams, and set milestones
- **Detailed Planning:** Manage dependencies, allocate resources, and assign tasks
- **Gantt Charts:** Create and interpret Gantt charts for timelines
- **Risk Management:** Identify and manage project risks
- **Controlling Projects:** Monitor progress and make adjustments
- **Stakeholder Communication:** Improve communication with stakeholders
- **Effective Project Manager:** Enhance leadership, motivation, delegation, and team management

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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
- Supervisors
- Aspiring Managers
- 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

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MASTERING MANAGEMENT

Course Code: BSM04 | Title: Management & Leadership Skills | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

In today's fast-paced environment, effective managers must be able to motivate their teams, manage change, handle difficult individuals, and develop their staff. This interactive, one-day coaching equips you with the essential tools to navigate these challenges, providing a clear understanding of management's crucial role in driving team performance and growth. The focus will be on applying these skills to benefit both you and your organization.



Who Should Attend Mastering The Art Of Management Training?

- Team Leaders
- Senior Executives
- Business Owners
- Aspiring Managers and Leaders

Benefits From Attending The Training:

- Gain essential knowledge for first-line managers
- Learn how to give constructive and effective feedback
- Develop leadership skills and discover your preferred leadership style
- Understand the impact of effective vs. ineffective leadership
- Improve communication and team briefing for open, positive interactions

Course Contents:

- **Effective Leadership:** Understanding key principles and styles
- **Motivating Teams:** Techniques to inspire and engage
- **Building Trust and Respect:** Strengthening team dynamics
- **Managing Work:** Practical approaches to time management and task prioritization
- **Team Development:** Recognizing team strengths and weaknesses
- **Effective Communication:** Enhancing dialogue and clarity
- **Individual Development:** Strategies for coaching and mentoring staff
- **Teamwork:** Benefits, roles, and stages of team growth
- **Setting SMART Objectives:** Defining clear goals and adapting to change
- **Understanding Motivation:** What drives people and how to harness it

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MENTAL HEALTH FOR MANAGERS

Course Code: BSM05 | Title: Managing Staff With Mental Health Difficulties | Duration: 1 Days
Delivery: Face To Face & Live Online

Course Description:

One of the most important responsibilities for an employer is to foster a positive and constructive work environment, especially for employees dealing with mental health challenges. A staff member's performance, reliability, and commitment are likely to improve when their mental health and well-being are supported.

This course is designed for managers who must work with employees suffering from mental health issues. While care and understanding are crucial, a business must still operate efficiently, and other staff members must work in harmony with colleagues who may require special attention. Making decisions that balance business needs and employee well-being can be challenging, but this course provides practical strategies to manage mental health situations effectively while creating a safe, supportive workplace.



Who Should Attend Mental Health For Managers Training?

- Managers and Team Leaders
- Those who create policies
- HR Professionals involved in employee support
- Those responsible for staff well-being

This course is ideal for any member of a management team with direct responsibility to their employees.

Benefits from Attending the Training:

- Support staff with mental health issues while maintaining workplace productivity
- Handle complex mental health situations legally and ethically
- Balance compassion with business efficiency
- Develop skills for managing difficult mental health conversations
- Foster a positive working environment for all employees

Course Contents:

- **Policies:** How company handbook policies and procedures relate to mental health in the workplace
- **Addressing Risks:** Workplace risks, bullying, and resentment and ensure fair treatment for all staff
- **Sensitive Handling:** Navigate pay, sickness, disciplinary actions, and redundancy
- **Confirmation:** Identifying & addressing potential cases of staff feigning illness
- **Confidentiality:** Know when to escalate concerns to management or local authorities appropriately
- **Communication:** What to say—and avoid—when addressing mental health challenges with staff
- **Workshops:** Engage in role-play exercises to build skills for managing complex real-world scenarios

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