



Resource Development & Personnel Management Management Training

Duration: 5 Days | Course Code: SSIN01 | Price Per Person: Starting From £4250 Ex VAT

Course Description:

Managing people doesn't have to be daunting or difficult task, however this often happens that good people don't develop the skills they need become poor managers. Our Management Training focuses on preparing managers to succeed right from the beginning

Who Should Attend Resource Development & Personnel Management Training?

- The Resource Development & Personnel Management Training aims to give manager the tools and skills to manage a successful Staff, Team, Department and Office.

Benefits From Attending The Training:

- Delegation
- Keeping people on board
- Taking responsibility
- Managing conflict
- Learning how to feed upwards
- Doing it all instead of delegating
- Feeling they have to look busy all the time to justify their role
- Wanting to be 'one of the boys/girls' instead of managing them
- Avoiding conflict and not intervening when it's needed
- Inadequately managing their own and other's time
- Hiding in the detail instead of getting strategic

Course Subjects:

Project Management

- Introducing Project Management
- Terminology and Project Lifestyle
- Identifying Needs, Aims and Objectives
- Project Aims, Objectives and Initiation
- GANTT Charts, Budgets, Risks and Issues
- Monitoring Change, Stakeholders and Termination

Time Management

- Key Terms and the Benefits of Time Management
- The 6 Laws of Time Management
- Time Stealers and Interruptions
- Time Saving Methods
- Monkey Management
- Meetings and Summing Up

Leadership Skills

- Leadership and Management | Leadership Theories
- Team Development and Leadership
- Communicating One-to-One with Individuals
- Individuals Within Teams | Moving Forward Together

Stress Management

- Why Is It a Problem? | The Causes and Symptoms of Stress | The Law on Stress and Its Contravention Minimising the Risk of Stress

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

