



# 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

**\*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\***