

An Introduction to Management

This workshop is designed for those new to management or those who want to brush up on their management skills.

Workshop Content:

- Effective Delegation
- Understanding Motivation
- Coaching and Feedback
- Management Styles
- Target Setting / Performance Management
- Effective Communication
- Understanding Teamwork
- Time Management;
 - Setting Business Objectives
 - Time Logs
 - Dealing with Urgent and Important tasks

Workshop duration: 3 days