



**ARIVU**  
Empower • Innovate • Perform

## **Fast Track to Managing & Leading Others (2-days)**

An intensive two-days focusing on all the key tools and techniques required of new managers in today's fast-moving business environment. Using real life examples and insights from an experienced facilitator, you will leave with a practical toolkit of best practice management techniques.

This is a rigorous and demanding course, central to your development as a manager and leader of people.

This rapid development course ensures that you are fully equipped with the essential management and leadership skills and confidence to achieve success. You will learn how to plan and set goals, manage and motivate for improved performance, anticipate problems and provide clear leadership.

If you require any specific leadership and management skills to suit your specific needs, then we can tailor-make the training just for you. Just call us on our number for a chat.

### **What you can expect to gain:**

#### **Stepping Up to Your New Role**

- What is required of you? Role and responsibilities
- The role and characteristics of successful leaders
- Making the transition to a manager of others
- Meeting the demands of your manager and team

#### **Managing Change**

- Understanding the nature of change
- A model for implementing change
- Appreciate people's reactions to change and manage them effectively

#### **Successful Interpersonal Communication**

- Overcoming the barriers to effective communication
- Building relationships through positive communication
- Communicating more assertively in meetings
- Influencing and persuading colleagues

#### **Personal Effectiveness, Time Management and Delegation**

- Techniques for self-management
- Identifying key result areas
- Deal with information overload



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- The process of delegation and its benefits
- Learn a model for effective delegation
- Identify and overcome the barriers to effective delegation

### **Team Building, People Management and Motivation**

- Distinguish team roles and responsibilities
- Create the ability to recognise and manage the different roles
- Maximise and maintain input and motivation - building the desire for results
- Theories of motivation and their impact in the workplace
- Practical ideas on how to motivate your team
- Recognise the signs of demotivation - tools and techniques to turn this around

### **Enhancing Team Performance through Coaching and Development**

- Identify the team's coaching and training needs
- Coaching skills for managers
- Provide recognition and feedback
- Respond to poor performers

### **Problem Solving and Dealing with Conflict**

- A six-step technique for problem solving and decision making
- Deal with difficult people and situations - working towards positive conclusions
- Handle conflict within the team and promoting cooperative behaviour
- Recognise and adapt your preferred style for resolving conflict

### **What others have said about these courses:**

*"Excellent trainer and an excellent course! Although it was intensive, it was fun and interactive and we had time to socialise with other delegates on this course. The amount of real life stories and examples engages you to put the learning into practice. This has put me on track to executive development."*

- Phoebe Harris, Nomura Securities

**To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767** or email us at [info@arivu.co.uk](mailto:info@arivu.co.uk)**