

## Virtual Essential Management – 3 x 2hr sessions

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**Programme Objective:** to equip the participants with a range of core management tools and techniques that will enable them to lead, inspire and develop their team members with skill and confidence. A particular emphasis will be placed around the challenges of Remote Management.

**Format:** The programme is delivered in 3 x 2-hr virtual sessions, delivered approximately one week apart. Participants are also required to complete a selection of tasks and activities before and after each session to ensure that their newly learnt skills are put into practice. Our Learning Transfer Platform – PROMOTE is used to help track progress and embed the learning.




**Participants:** The programme is ideal for newly promoted managers or those who have had no formal training in the subject. We can deliver the programme on a one to one basis or for up to eight participants in a group.

**Programme Content:** The precise content will always be tailored to individual and organisational objectives however detailed below we have included a typical overview which we have delivered successfully for many other clients:




### Session 1 - Roles and responsibilities of a manager

-  Making the transition from team member to manager
-  Recognising current strengths and weaknesses
-  Demonstrating leadership flexibility
-  Challenges of remote management

### Session 2 - Leading Performance

-  Feedback and handling challenging conversations
-  Maintaining motivation and engagement
-  Goal & objective setting

### Session 3 - Developing your people

-  Planning and delegation
-  Coaching skills
-  Building high performing teams

**Costs:** The total cost of the programme is £2,400 + vat plus £50 per participant for a 12-month license to the PROMOTE platform.

