

Management and Motivation

AIMS

To understand ways to manage and motivate teams effectively

DURATION

Half Day Course (3 Hours)

LEARNING OUTCOMES

By the end of this course you will be able to:

- Recognise the responsibilities of managers
- Understand ways to motivate and support teams
- Be aware of relevant legislation that may impact leadership
- Know how to give effective appraisals
- Be aware of ways to work effectively as a team
- Understand how to communicate effectively
- Recognise key skills for listening to team members

LESSONS AND TOPICS

Roles and Responsibilities of managers

- The Role of a Manager
- Responsibilities
- Supporting Your teams
- Skills Required to Be a Manager
- Motivating your teams
- Get to Know Your Team
- Ensure Your Team Are Competent
- Accountability

Legislation

- Health and Safety
- Data Protection
- Equality Act

Appraisals

- The appraisal process
- Benefits of appraisals
- Upwards appraisals

Team Effectiveness

- Seven Tips for Successful Teamwork
- Having A Shared Understanding of Goals and Tasks

Communicating Effectively

- Reasonable Expectations.
- Delegate Responsibilities.
- Reward Accomplishments.
- Confront Conflict
- Find Solutions to Problems
- Resilience

Willingness to Listen

- Listening
- Signs of Active Listening
- Strategies for Sharing Constructive Feedback
- Accepting Negative Feedback



For more information **Call** 01706 375578
Email hello@orchardrock.com
Visit www.orchardrock.com