



The Boardroom
ASSESSMENT CENTRE

Excellence in Management

3 x days

Who is this course for?

Whether you are a newly appointed or experienced manager, this very practical programme gives you a wealth of skills, tool and inspiring ideas for achieving team objectives. If you are a first-time manager, you will gain the core skills required to set up a team, provide focus and develop a structured approach. If you are more experienced and looking to further develop your knowledge, this programme is the ideal opportunity to learn new practices, different approaches and move to becoming an inspirational, authentic and effective manager.

Business and personal benefit

An organisation's major asset is its people, and any team of people needs to be focused, directed, energised and motivated. More importantly it needs authentic, inspirational and effective management.

The Boardroom's Excellence in Management public programme provides managers with a safe environment for essential management skills to be learned, practised and perfected.

This course focuses on the key management skills required to create and lead any professional team to high performance. It will also develop your business acumen and understanding of the financial elements of the role.



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Course Outcomes

You will leave the course able to:

- Understand what being an Authentic, Inspirational, effective manager means
- Identify your own management style
- Recruit the right team – with skills in interviewing, assessment & onboarding
- Understand your team: their strengths and areas for improvement
- Identify each team member's personality type & know how to adapt accordingly
- Motivate your team, individually and collectively, to achieve your objectives
- Coach and develop your team to achieve optimum performance
- Confidently prepare and deliver productive and motivational meetings
- Use proven tools to measure & analyse team activity aligned to core business objectives
- Performance manage team members, effectively

Style of learning

- Our Excellence in Management programme is interactive and highly participative in style.
- We ensure your learning experience is 100% relevant to 'real life' situations
- All trainers / facilitators are highly experienced and successful leaders themselves

Before, during & after your programme

- The Boardroom's App with pre-course registration / post-course material download
- Pre and de-brief calls to establish goals and assess progress
- A comprehensive management development tool to use immediately on your team
- Comprehensive materials including copy of all slides and tools used
- Post-course project and on-line supportive mentoring session with Trainer



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Key topics

- Management styles
- The role of a leader
- Team motivation
- Key Performance Indicators
- Coaching & mentoring
- Running meetings
- Recruiting your team
- Performance management
- Business finance
- Managing team dynamics