



# Peter Christison & Associates Health Consultancy and Training

*Established since 1995  
In Workplace Health & Mental Health*



## Management and personal development skills

### Effective Management skills Training

#### Purpose of the course:

This **1 day course** is suitable for newly appointed or trainee managers, those entering management or existing managers in any size and type of organisation.

The course provides an overview of the necessary elements to become a successful manager.

**Group size:** between 8 and 12 persons

**Fees:**

**In house:** £495.00

**Open:** Subject to the venue in the region of £65.00 per delegate

#### Aims and Objectives

##### Aims

- ✚ To introduce the principals of effective management in order to promote a competent management style
- ✚ To increase the effectiveness of managers by enhancing interpersonal skills, raising awareness of management issues and promoting leadership and team-building qualities

##### Objectives

- ✚ Outline the role and responsibilities of managers
- ✚ Identify styles of leadership and review when it is appropriate to use them
- ✚ Understand delegates' own and their team members' learning styles, and demonstrate how this affects team performance.
- ✚ Plan and prepare for induction, training and interviewing staff
- ✚ **Continue overleaf**

- ✚ Plan and prepare for meetings and presentations
- ✚ Demonstrate an understanding of effective coaching skills to enhance staff development
- ✚ Understand basic HR policies and procedures including absence management
- ✚ Learn to use effective interpersonal skills in order to develop staff to their best abilities and so increase staff productivity
- ✚ Understand the importance of feedback, both from self and others, and demonstrate effective feedback techniques

### **Biography**

Cathy is a qualified trainer, holds a certificate in training practice and is a member of the CIPD, Chartered Institute of Personnel and Development. She has several year's experience in developing and delivering training programmes on interpersonal and job-specific skills for the UK Border Agency.

She is also a qualified Nutritionist.

**We provide a full range of bespoke and off the shelf training or workshops, and consultancy in:**

- ✚ Workplace health
- ✚ Mental health and behaviour
- ✚ Health and safety
- ✚ Management
- ✚ Psychological therapies

**For further information contact Peter Christison in confidence**

**32 Timberlands Storrington W. Sussex RH20 3NF.**

**[www.healthymindsinyourworkplace.com](http://www.healthymindsinyourworkplace.com)**

**Tel: 01903 742434 or mobile 0778 78 66339**

**Peter Christison Roger Butterworth Keith Allen CMIOSH, FRSPH,**

**Cathy Robinson Bsc, Dip Nut Med Norma Christison Msc**

**Justine de Wandeweg EFT and creative art therapist**