

# Principles of Effective Management

*Build the foundations for managerial success.*

## YOU WILL LEARN

- Identify more clearly your principal accountabilities
- Improve your time management, priority setting and delegation skills
- Develop your skills in planning, directing, co-ordinating and controlling
- Use different methods of analysis and problem solving techniques
- Prepare a personal action plan for using new learning, with time scales, which will be applied on returning to work

## COURSE HIGHLIGHTS

1. What Makes a Good Leader
2. Understanding Your Leadership Style based on Situational Leadership
3. A Model for Managing Performance
4. Tools for Improving Performance
5. The Essential Skills in Supervising your Staff for Results
6. Controlling and Integrating Diverse Interests
7. Motivating Staff towards Improved Work Performance
8. Managing Staff Effectively by Example

## DURATION

2 - 3 days