

## Effective Management, Efficient Team

The objective of this workshop is to build the knowledge and confidence of your Managers to effectively manage and motivate your teams.

By the end of the session you will be able to:

- Explain how teams contribute to the bigger picture
- Explain the importance of effective people management to business success
- State the company vision and values
- Demonstrate effective objective setting
- Identify the right behaviours within your team
- Deliver effective feedback and have honest conversations
- Recognise what motivates teams and how to influence positively
- Understand the appraisal process and associated timescales of your organisation

### Format

This one day workshop uses a combination of engaging presentations, interactive discussions and exercises and focuses on action oriented outcomes. The course is reinforced through both pre and post workshop questionnaires.

### Workshop Outline

- Setting the scene
- Seeing the bigger picture
- Goals vs Objectives
- SMART objectives
- Gaining buy-in
- Measuring achievement
- Questioning techniques
- Giving feedback
- Handling difficult conversations
- Motivating your team & understanding areas of influence
- Planning & delivery of appraisals



**“The secret to winning is constant, consistent management”**

Tom Landry