

## Workshop overview

- The role and responsibilities of a team leader
- Analysis of personal strengths and weaknesses
- Team roles and identifying personal preferred team role(s)
- The seven attributes of an effective team
- Recognising and managing positive and negative behaviours
- The difference between leaders and managers
- The characteristics and qualities of an effective leader
- Principles and practices of leadership
- Analysis of personal leadership style and situational leadership
- Understanding what motivates, and de-motivates, people
- What employees really value and want from their leader

## Related workshops

**People who have attended this workshop have also benefited from attending:**

**Influencing and Persuading  
Delegation  
Coaching and Mentoring**

## Workshop details

**£240 plus VAT**

**One day workshop, small group size of eight maximum. Individual and group exercises with feedback.**

# Essential Management Skills

**“If you push a piece of string it will go nowhere at all: if you pull it, it will follow you wherever you wish”**

**Dwight D Eisenhower**

## Who for?

This module is designed to enable new or existing managers to explore the issues associated with management versus leadership and to develop appropriate skills and behaviours.

## Why do it?

The step up to first line management as a supervisor / manager is possibly the biggest step on the management ladder. This is particularly true when promotion takes place from within a peer group as people either go power mad or try to remain ‘one of the lads’.

## What do I get?

An understanding of your preferred leadership style and when to apply it.

Knowing when to manage and when to lead.

Identification of your preferred team roles (and those best avoided).

Memory jogger mind map.

## Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: [info@forthorstedtrainingacademy.co.uk](mailto:info@forthorstedtrainingacademy.co.uk)
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at [www.forthorstedtrainingacademy.co.uk](http://www.forthorstedtrainingacademy.co.uk)

