

Management Training Edinburgh

Date: Wednesday 7th February 2018 10:00 - 16:30

Location: The Melting Pot, 3-5 Rose St, Edinburgh, EH2 2PR

Full Details:

www.talkaction.org

Bookings:

0207 324 4775

Email:

training@talkaction.org



A leadership and management training programme that offers new and soon-to-be managers the opportunity to build confidence, learn key skills, and explore a variety of management techniques.

'I really enjoyed the trainers' approach – brilliant!'

Julie Hutton - Independent Advocacy Perth & Kinross

'Excellent!'

Sam Norton-Alexander- WAT IF Coomunity Trust

'Excellent day with very approachable trainers who didn't deliver text book management but something real instead.'
Jane Rose - Richard Watts Charities

Photo: Graur Codrin

Upcoming courses:

- Facilitation Training
- Volunteer Management Training
- Advanced Facilitation Training

Edinburgh, 6th February 2018

Edinburgh, 17th April 2017

Edinburgh, 18th April 2018

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Every group is different, and every individual has different needs, desires and ideas on how things should be done. Managing both your staffs' and your own expectations can be challenging at times. However, with a good understanding of group dynamics and some useful tools, you can work with your team to produce brilliant results.

The course covers:

- The difference between management & leadership
- Understanding and addressing conflict
- Which organisational approaches foster good management
- Alternative non-hierarchical structures
- Balancing consensus with quick decision making
- Active listening, supervision & appraisals
- Managing teams - team composition, delegating & roles
- Understanding your personal management style
- Running effective meetings

During the day, participants will identify their personal management strengths and develop practical strategies they can use in the workplace. This course also allows participants to look at the alternatives to 'top-down structures' and how to build less hierarchical teams that are happy, empowered and productive.

This leadership & management training for managers, includes a bespoke follow-up support phone call with every participant.

Who should attend this course?

The day is for anyone that manages a small/medium team or organisation. If you're new to your role you will get the perfect grounding and more experienced managers will develop new skills and learn about progressive management structures. Please do give us a call if you'd like to discuss if this course is right for you.

Costs

£425: Large businesses

£338: Large charities, public sector and small businesses

£195: Smaller charities (under 15 staff) and self-funded individuals.

Contact us for in-house training quote: training@talkaction.org

Concessionary rates are available for students, pensioners and the unemployed. Please contact us for further details.

Prices include a hot Mediterranean buffet lunch, Fair Trade refreshments and networking time.

For bookings and information please contact:

Tel: 0207 324 4775

Email: training@talkaction.org