

# Effective People Management Skills For New Managers

*An intensive 3 / 4 day course covering the skills needed to effectively manage your business and your people.*

The topics covered will include:

## **DAY 1**

Managing People Surviving the early days.  
Effective Decision making and Problem solving.  
Running Effective Meetings.

## **DAY 2**

Team Working and Leadership.  
Motivation and Coaching.  
Successful Appraisals.  
Managing Change.

## **DAY 3**

Negotiation Skills.  
Dealing with Confrontation and Conflict.  
Successful Performance Management.

Possible extra day would include:

## **DAY 4**

Preparing and Running Interviews.  
Marketing yourself and your Ideas.  
Giving Effective Presentations.

## **COSTS**

3 day course  
£650 - £850 per person 12 people max.

4 day course  
£850 - £1050 per person 12 people max.

Discounts could be given for multiple bookings of 3 or more