



Fundamentals of People Management One Day Workshop

“Stimulating and motivating”

Guy Holmes, Managing Director - Laser 2000.

Who should attend?

Anyone who manages or supervises others:

- You may have been managing others for some time, but have little formal training.
- You may be new to management.
- You may be looking for a refresher of the theory which you can apply to your own team and business

How will I benefit?

This intensive one-day workshop will help you to:

- Understand what sort of manager you want to be.
- Develop your management capability and leadership skills.
- Understand how to get the best out of your team.
- Use tools and techniques to more effectively manage others.
- Approach those inevitable management dilemmas with more confidence.
- Produce a realistic personal action plan which has real relevance back at work.

What will the workshop cover?

- The role of management and leadership.
- Understanding the motivational needs of individuals and teams - including reward and recognition.
- Performance management and appraisals.
- Assertiveness and influencing skills.
- Managing time, priorities and activity, including effective delegation.
- Handling conflict.
- Action planning and future strategies.

Location

The Eastern Leadership Centre
Iconix Park
London Road
Pampisford
Cambridge, CB22 3EG

There is ample free parking and easy access from in and around Cambridge.

Workshop Format

- This is a practical workshop, with team activities and group discussion focussing on the reality of your management issues.
- Case studies demonstrating effective and less effective management strategies are used throughout.
- Discuss with us your key objectives, dilemmas, and desired outcomes in advance of the course, and we will tailor the group discussions on the day to best address your needs.

Workshop Facilitator

Steve Read is an engaging and highly practical facilitator. He has 15 years experience working with private and public sector organisations developing high performance teams and management and leadership capability.

Delegate Fee

£250 + VAT per delegate.

Inclusive of all delegate materials; workbook, handouts, and a recommended reading list. Morning coffee, buffet lunch and afternoon tea are provided.

Booking Instructions

- Bookings should be made by emailing rachel.read@helix-consultancy.com with delegate names and a contact and postal address for invoicing.
- Please advise of any specific dietary requirements on booking.
- Joining instructions and a VAT invoice will be sent to you confirming your booking.
- Registration and coffee at 9.00am, Start at 9.30am, Close at 5.00pm.