



Local Government Training Group

## **PRACTICAL AND EFFECTIVE MANAGEMENT SKILLS**

This practical one-day course is aimed at managers or supervisors to build on previous managerial or supervisory experience to achieve their objectives by managing themselves and their team more effectively.

**TRAINER:** Shauna Kane

### **Course Content**

The content will build on previous managerial or supervisory experience and introduce practical techniques to help in the day-to-day confident communication with staff, delegating, team motivation and time management.

The session will include self-reflection, group discussion of real case studies and practical activities and candidates will prepare a short action plan at the end.

- Understanding and managing yourself
- Setting the context
- What makes achievers tick
- Confident communication
- Practical techniques for managing others
  
- Motivating your team
- Delegating effectively
- Leadership styles
- Time management tips

- Dealing with stress
- Objectives & priorities
- Planning your work – the quick way!
- Identifying time traps
- The four essential tips for managing your time