

Venue / Dates

Venue

NAMTEC is located in Swinden House, conveniently located to both the M1 and M18. See www.namtec.co.uk for directions.

Dates

3 x 2 day modules over the three month period

Start time: 9.00am each day

Finish time: 6.00pm each day

To Enrol

As an introductory offer the enrolment fee is *£900 + VAT for this six day course for SMF Yorkshire and Humber based clients.

£1600 + VAT for Out of Region Clients.
Fees must be paid in advance of the course. (*Ask about Train to Gain funding)

Please complete the following and return to:
NAMTEC, Swinden House, Moorgate Road, Rotherham S60 3AR or fax to 01709 724999.

Alternatively, you can book online at www.namtec.co.uk

Name: _____

Job Title: _____

Company: _____

Address: _____

Telephone: _____

Email Address: _____

For further information please email skills@namtec.co.uk or call 01709 724990

Management Development Programme



Management Development Programme

A 6 day modular programme, suitable for those new to people management, to experienced managers that have not had formal training, and to facilitate the transition from technical/engineering specialist to manager.

Course objectives

Objectives By the end of this programme participants will have the skills and ability to:-	Content
Intrapersonal understanding <ul style="list-style-type: none"> Developing and maintain effective relations 	Myers Briggs Type indicator <ul style="list-style-type: none"> Introduction to type Building relationships with other types Key considerations when standing in for senior manager or colleague Learning styles Questionnaire
Project Management <ul style="list-style-type: none"> Lead projects using core tools effectively 	Core Project techniques <ul style="list-style-type: none"> Charters RACI WBS Gant Charts Project leadership
Problem solving <ul style="list-style-type: none"> Undertake structured problem solving using core tools 	Core Problem Solving techniques <ul style="list-style-type: none"> Problem definition Problem solving process Lean problem solving tools Planning solutions to problems
Communications <ul style="list-style-type: none"> Deliver effective communications in a range of settings - 1:1 and 1: many 	Communication skills for managers <ul style="list-style-type: none"> Meeting management Handover best practice Cascading messages Selling ideas Delivering presentations None verbal communication
Management and Leadership development <ul style="list-style-type: none"> Recognise and act in the role of the manager and leader 	Leadership styles and skills <ul style="list-style-type: none"> Good boss characteristics Objective setting Performance management Handling difficult situations and cases such as:- <ul style="list-style-type: none"> Discipline and Grievance Equal Ops Return to work discussions Coaching and developing team Time management
Business acumen <ul style="list-style-type: none"> Understand appropriate financial information Legal responsibility Productivity and process management 	Core Finance, Marketing and Health and Safety <ul style="list-style-type: none"> Costing and Budgeting Health and safety management Health and safety behaviour Internal marketing CSR Quality management

The programme is:-

- Accredited to Level 5 by the Institute of Leadership & Management
- Participants will gain an ILM Level 5 award in management
- Using a modular approach topics can be studied over a period of 24 months
- Participants will undertake three assignments
 1. Understanding the Management Role
 2. Create a development plan for a member of their team
 3. An assignment linked to either
 - (a) Lean Manufacturing
 - (b) Corporate Social Responsibility
 - (c) A project identified by the business as giving value which fits the criteria for the ILM unit

Please note, you will need to identify a company based project supervisor/mentor for this course.

Course Manager - Annette Cairns

Annette works with first line managers through to senior managers facilitating their learning and providing programmes that challenge and stretch them. She is passionate about making a difference. Her style is flexible, facilitative, but above all highly interactive.

