



## Management Basics

# MANAGEMENT TECHNIQUES

## AN INTRODUCTION/ REFRESHER

[www.themainegroup.co.uk](http://www.themainegroup.co.uk)



# MANAGEMENT BASICS

Research reports show that 87% of managers admitted to feeling unprepared for their role when they initially took it on. Additionally, a staggering 92% of managers believe that they could benefit from further training.

It is therefore evident that there is a significant need to provide additional training and support to managers, particularly those who are early in their management journey.

Insufficient management training can lead to heightened stress levels for managers, negatively impacting their performance and that of their teams. Moreover, it can result in previously high-performing individuals feeling overwhelmed and ultimately deciding to leave the organisation.

It is crucial to address this issue to ensure your managers are given the tools to thrive in the role and contribute positively to organisational success.



# MODULES

- The role of the Manager
- Recruitment basics
- EDI & bias essentials
- Systems and administration
- Knowing your people & their preferences
- Conducting 1:1's
- Group meetings
- Hybrid & remote management hacks
- The stages of learning
- The importance of feedback and how to deliver
- Support v challenge matrix
- Delegation tips
- Performance review and appraisal best practice
- Managing poor performance
- Difficult conversations
- Managing good performance



# BOOKING

## WHEN & WHERE?

24th and 25th January  
10am – 5pm

SPACES, London Victoria

If you have individuals in mind who could benefit from this course, now is the time to enrol them. They will acquire practical, real-world skills, foster engagement, and ultimately take your organisation to new heights.

We have an exclusive offer of £1,100+VAT (~~£1,499~~)

[Register onto the course here!](#)

**24 + 25**

January 2024



SPACES, London, Victoria



# CONTACT US!



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Consultancy & Training

Contact us using the details below to discuss the programme,  
ask any questions and arrange your booking...

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