

“The conventional definition of management is getting work done through people, but real management is developing people through work.”

*Agha Hasan Abedi*

# Introduction to Management

*Creating a cohesive environment through skilled management*

**Mitchell Personnel Solutions**

**Program Outline:**

This one day program is designed for team leaders undertaking a management role within an organisation.

During this course you will learn about:

- Motivating and directing people
- Handling conflict
- Evaluating performance
- Working to deadlines
- Time management
- The difference between management and leadership

To manage a team effectively it is important to create a harmonious environment which allows staff to grow and develop their own skills, while still being part of a team environment. Staff motivation is one of the key factors to management and the success of a team. This course will give you the tools and understanding you need to point your staff in the right direction.

At the end of this course you will:

- Understand the need to motivate staff and have the skills to do so
- Be able to use negotiation skills to handle conflict and difficult situations
- Have the tools to manage your time more effectively and efficiently
- Use performance management tools to discuss and control personal concerns and performance

***Excellent management skills are the top competitive advantage a company could have. This program has been designed as an introduction for those new to the management role.***

*exceeding expectations*

