



Essentials of Management

- Duration:** 3 days.
- Target Population:** Supervisory to Middle Management.
- Workshop Objective:** To provide participants with a range of essential management skills for managing people effectively.
- Contents:** This workshop comprises three sessions:

Session 1: The Management Challenge

By the end of this session, participants will have become familiar with the attributes and behaviours of successful managers and the consequences of managing in an authoritarian manner.

Session 2: Communicating and Motivating

This session covers:

- barriers to effective communication;
- communicating effectively;
- motivational principles and practices that get the best from people.

Session 3: Managing Performance

Session 3 deals with:

- setting standards;
- developing objectives and action plans;
- delegating;
- appraising performance;
- correcting sub-standard performance.



Course Objectives and Contents

