

Self Performance and Progression Skills for Managers

Purpose

This course provides an introduction to the specific skills required to manage your personal resources (particularly knowledge, understanding, skills, experience and time) and your professional development in order to achieve your work objectives and your career and personal goals.

How you benefit

An organisation which is prepared to invest in the personal development of its employees will benefit from improved morale, low staff turnover, retention of a skilled and high performing workforce leading to increased profitability.

You will develop an understanding of your work role and how it fits into the overall vision and objectives of the organisation whilst also understanding what is driving you in terms of your values and your career and wider personal aspirations.

What you learn

- Identify the personal resources required to undertake your work role
- Identify and address gaps in your skills, knowledge and understanding
- How to set objectives and how to measure progress against work objectives
- How to prioritise objectives and plan work to make best use of time and resources
- Develop an awareness of your own values, motivations and emotions
- Understand the techniques for managing your time effectively
- Communicate and behave in an assertive manner

Duration

1 day

Fee

£185 + VAT per delegate

10% discount for second delegate
from the same organisation