

Effective

MANAGEMENT SKILLS

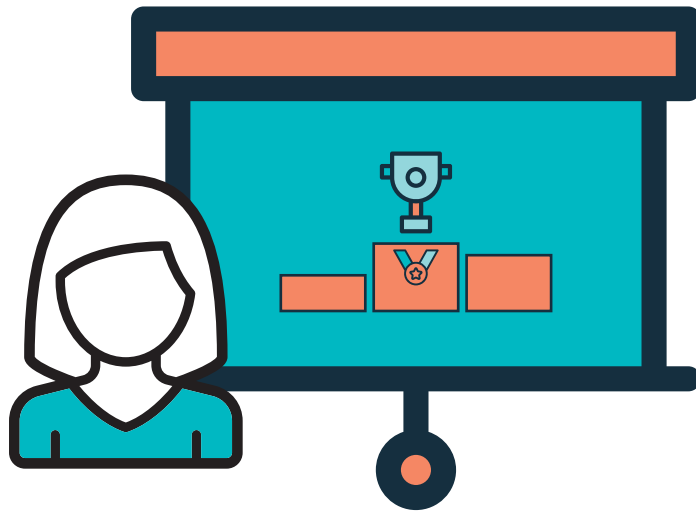
- TOP TIPS SERIES



EFFECTIVE PRESENTATIONS

MOTIVATING YOUR STAFF

MANAGING CONFLICT



TOP TIPS SERIES - WHAT WILL YOU GET FROM THE COURSES?

Each 3 hour workshop in this series examines an important management skill. Participants will gain knowledge, examine techniques for improvement and compile personal or organisational action points. Workshops can be taken independently or the series can be followed. At the end of each workshop a 3 hour CPD Certificate will be awarded.

WHO SHOULD ATTEND

The workshops are suitable for team leaders, supervisors, managers and others wishing to achieve these positions in the future.

COURSE STYLE

Each workshop will be participative in nature valuing participants' contributions. Emphasis will be on transferring knowledge and techniques back into the workplace.

[VIEW MORE COURSES](#)

www.jigsaw-projectmanagement.com

EFFECTIVE MANAGEMENT SKILLS

– TOP TIPS SERIES

ENHANCE YOUR PRESENTATION THROUGH EFFECTIVE DELIVERY TECHNIQUES.

This course will enable you to prepare for, deliver and evaluate your professional presentations. In today's modern workplace this skill is essential to employees of all grades, but in particular to managers.

Programme includes:

- » Recognising essential preparation and planning
- » Developing successful techniques on:
 - » presenting and communicating skills
 - » checking for understanding
 - » responding to questions
 - » collecting feedback and evaluating your performance
- » Compiling personal action points

TOP TIPS ON MOTIVATING YOUR STAFF

Enhance team performance through motivation.

This course will enable you, as a manager, to understand factors which affect staff motivation and to develop a range of techniques and practical solutions to enhance engagement and performance.

Programme includes:

- » Recognising factors affecting motivation
- » Developing techniques and solutions on:
 - » achieving high levels of motivation
 - » engaging employees
 - » increasing staff performance
- » Compiling personal and/or organisational action points

TOP TIPS ON MANAGING CONFLICT

Enhance performance through managing conflict effectively

This course will enable you to recognise causes of conflict at work and increase your ability to deal with conflict successfully.

Programme includes:

- » Recognising potential causes of, stages in and effects of conflict on team/workplace achievements
- » Developing techniques on:
 - » dealing with conflict
 - » promoting good working relationships
 - » achieving targets and improving performance
- » Compiling personal and/or organisational action points

VENUE

The programme can be delivered in house for any company wishing to train a number of employees. Please contact Jigsaw Project Management Solutions for more details.

FURTHER TRAINING

Many other topics are available in the Top Tips Series. *Some examples are:*

- Top Tips on:
 - » Making Meetings Effective
 - » Building the Team
 - » Solving Problems and Making Decisions
 - » Improving Time Management
 - » Improving Customer Service

Please contact Jigsaw Project Management Solutions for more details.



Email: info@jigsaw-projectmanagement.com

Tel: 028 3833 3033

Mobile: 079 0058 3188