



Workshops

Workshop 4 **Management**

Purpose:

Starting from the beginning of any business can be daunting. If you start off on the right foot and with the correct people, the right skills and the right attitude, you can be well on your way to success. Managing people can be a challenging yet rewarding task. This training session will assist you with understanding the basics will assist you to successfully manage your staff and it will also help to provide you with the necessary tools that you will be able to utilize immediately.

Learning Objectives:

- To have a full overview of management today
- Levels of management and the role of the manager
- Necessary skills, processes and planning
- Teambuilding, objective setting, action planning and performance management
- Coaching, counseling, discipline and termination

Starting from scratch...hiring new employees

Topics:

- Coaching and Feedback
- Evaluations
- Performance Measurements and Expectations
- Planning, Goal Setting and Objectives
- Effective Communication