

## Manager's Toolkit

For an excellent return on investment – we can help your managers to be more confident in their role by giving them the skills they need to manage themselves and their team more effectively.



5 days of tailored  
in-house training  
delivered over 10  
weeks for  
maximum impact

[www.academytrainingservices.co.uk](http://www.academytrainingservices.co.uk)

We have cherry-picked the most appropriate topics to help any manager become more confident and effective in their role. Our '**Managers Toolkit**' – 5 days training over 10 weeks for £450pp (based on 10 delegates), covers a range of topics which are adapted to suit your objectives.

Manager's Toolkit		
Day	Suggested Topic AM	Suggested Topic PM
1	The functions of a first line manager and an overview of Management Styles	Personal Development including SWOT analysis and action plan
2	Communication skills including questioning, listening and non verbal skills	Giving feedback and giving instructions to ensure the team are working productively
3	Delegation skills	Managing team performance
4	Motivating the team in theory	Motivating the team in practise
5	You can personalise your toolkit by choosing from a variety of topics such as: Managing Meetings <b>or</b> Presentation skills <b>or</b> coaching a team member <b>or</b> time management <b>or</b> managing conflict <b>or</b> problem solving and decision making etc	

Rated 'Excellent' by Ofsted and 95% pass rate in A/S Business Studies, we offer a free (no obligation) 2 hour taster session to assess our skills and knowledge.

We have over 20 years working in industry having trained staff from many corporate, educational and voluntary organisations such as Morgan Sindall, The Mailbox, Freightliner, Zeiss Lenses, Tame Valley Wetlands, Birmingham City Council, Josiah Mason College and Shine A Light Support Services Charity.