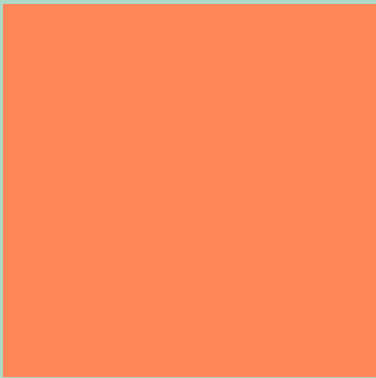
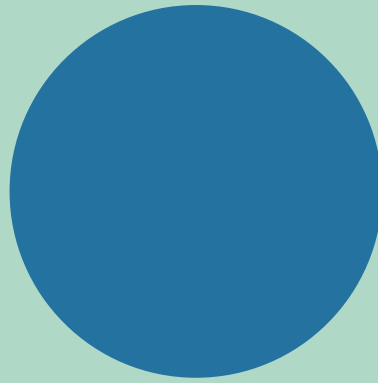


Management Essentials

The seven essential skills of great managers



Be kind to your mind

Mission:

Developing leaders you are proud to follow



Becoming a manager is commonly considered the natural course for someone who is progressing in their career. Be technically good at your job and one day you can help others be good at theirs. Unfortunately, it's not that simple. People management requires skills that don't necessarily come naturally and we can quickly find ourselves out of our depth.

Management Essentials is a dedicated programme of workshops for those new to managing people or those in need of sharpening their management skills. This series of workshops focuses on seven core skills all effective managers require.

The sessions are designed to work around you. Delivered in bite-sized chunks each session has a perfect blend of practical theory and application. Participants take part in a range of activities and practical

exercises, and learn techniques and tools that are easily applicable and have immediate impact.

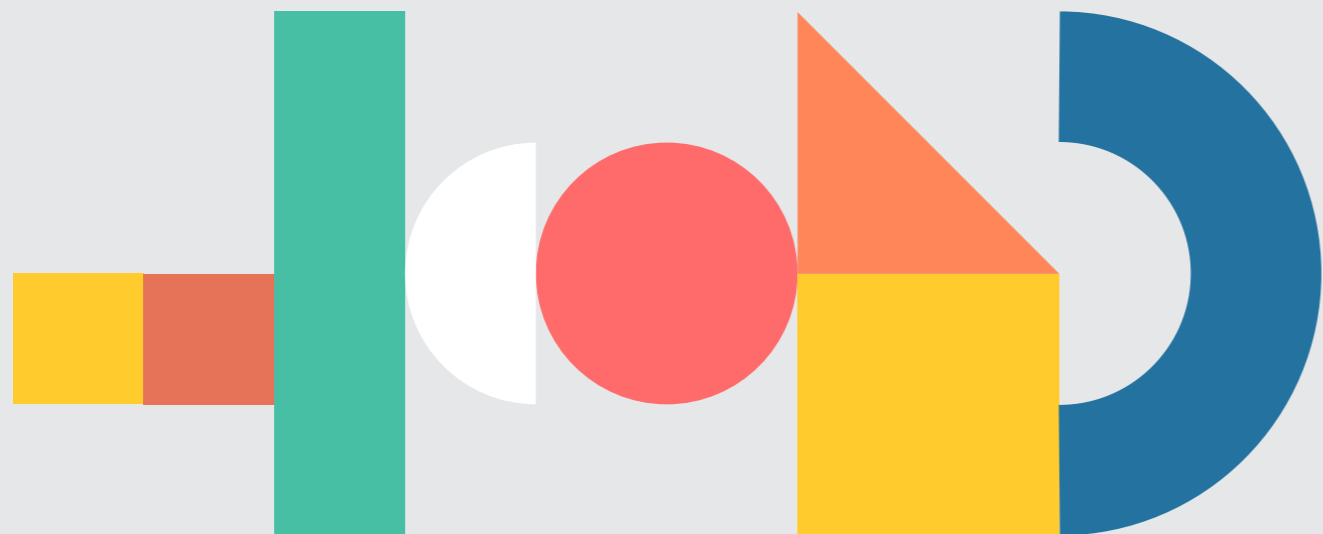
To help learning transfer we support participants address real work challenges related to the subject matter and provide a range of learning accelerators such as articles, podcasts and video content.

We recognise that different organisations come with different needs. Whatever your needs are, we will work in partnership with you, to build a learning and development journey that meets your requirements.

Format: Virtual Classroom

Latest virtual classroom technology, action-packed 90 minutes sessions, instructor-led, in a classroom for up to 12 people.

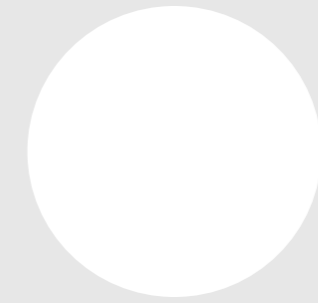
The Seven Essential Skills



Buddy to Boss



6-7



Coaching skills



8-9

Managing Performance



12-13

Positive Impact



14-15



Motivation



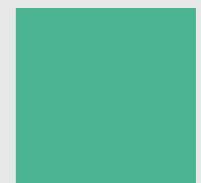
18-19

Courageous Conversations



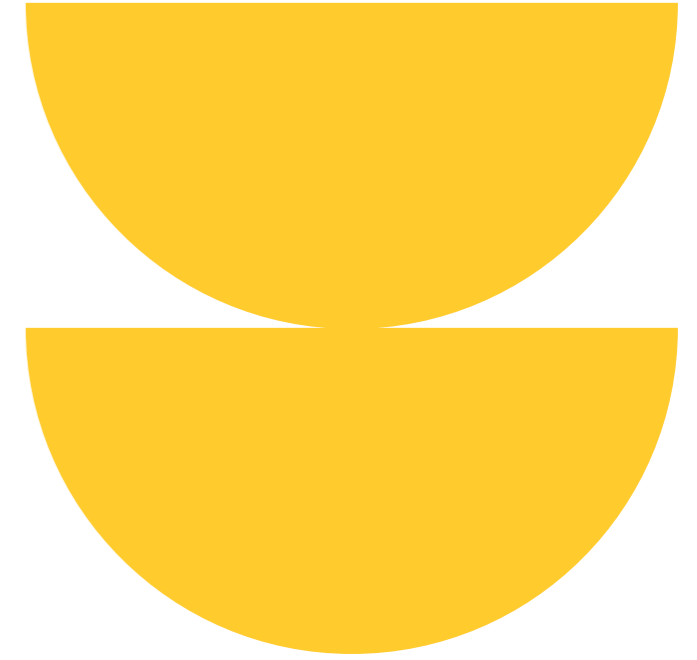
20-21

Managing Change



22-23

Buddy to Boss



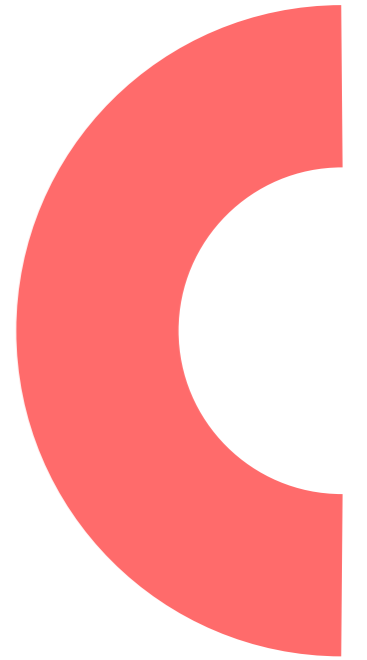
Buddy to Boss

Managing people can be challenging, and even harder if you've not had the chance to develop the right skills. This module will help you make the transition to management by introducing you to the role of an effective manager and help you develop the relevant mindset and skillset. We explore the pros and cons of different management styles and introduce practical tips and techniques to help you on your journey.

In these two 90 minute virtual sessions, participants will:

- Uncover the steps and skills required to successfully go from team member to manager
- Apply different management styles to get results
- Identify their key strengths and development areas
- Make a plan on how to make a smooth transition to the management role

Coaching Skills



Coaching Skills

This module show how effective coaching can have breakthrough results. We will explore coaching as a management style that can drive engagement, ownership and performance in your team. You will learn everyday coaching skills that will help you turn conversations into opportunities to engage, empower and raise performance.

In these two 90 minute virtual sessions, participants will:

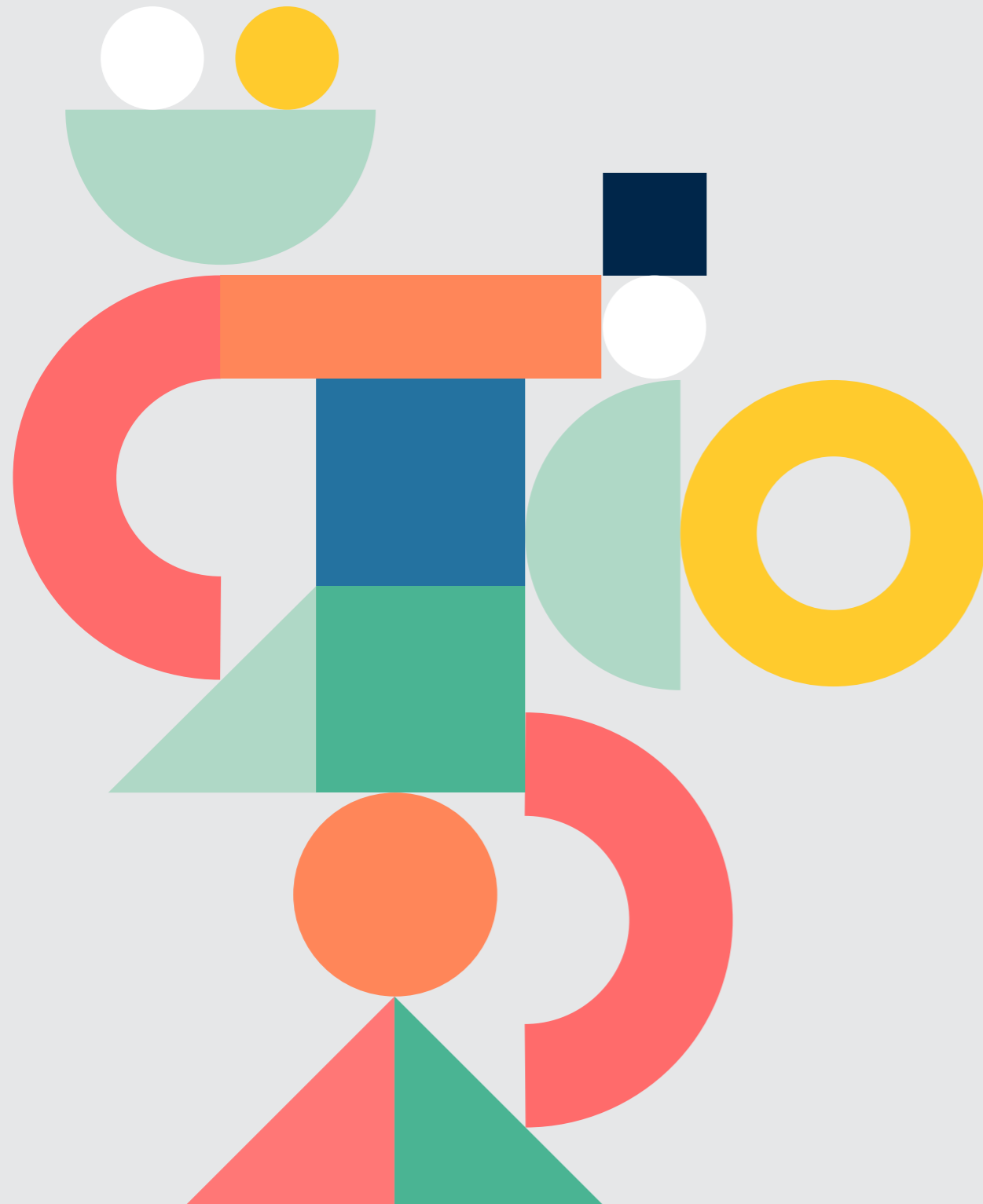
- Understand what coaching is and the benefits of using a coaching approach
- Develop the mindset and skillset for an effective coaching conversation
- Learn the four key stages of the coaching process
- Refine your coaching skills and construct a personal coach development plan



**The Thinkstute are
great to deal with very
accommodating, flexible
and patient with last minute
changes. I would definitely
use them again.**



Managing Performance



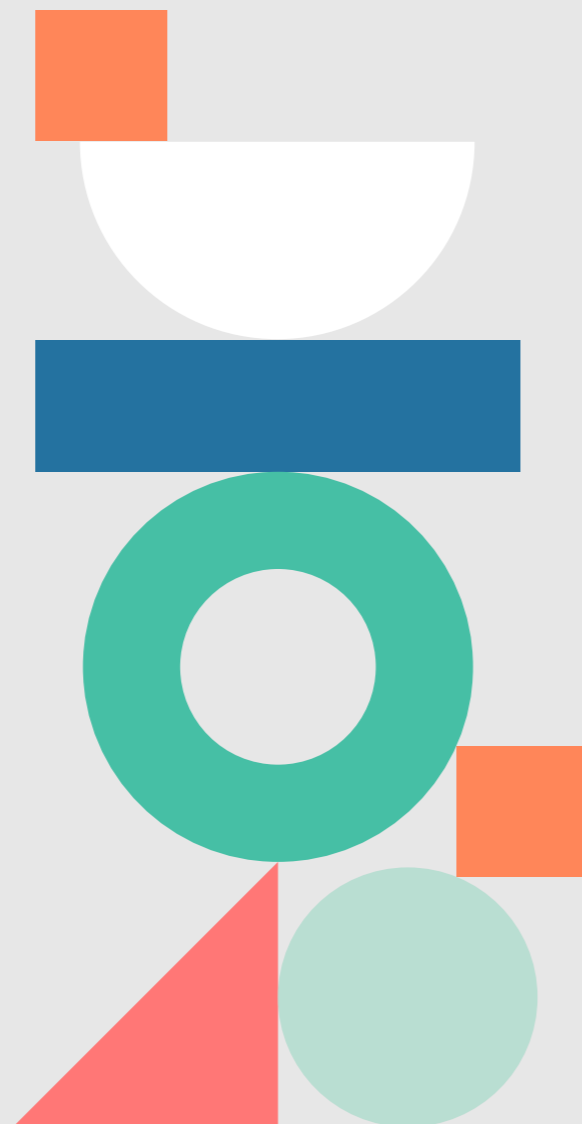
Managing Performance

This module will help you develop the practical skills to effectively manage and develop the performance of your people. It is difficult to have conversations about performance if clear objectives have not been set. This module will help you define what good looks like and enable you to develop objectives that work. You will then explore different ways of having effective performance conversations.

In these three 90 minute virtual sessions, participants will:

- Identify the elements that make up good performance and how to communicate it
- Pick-up tips on how to get buy-in from your people
- Learn how to set goals and objectives that work for the individual and the organisation
- Practice the skills and techniques to have better performance conversations

Positive Impact



Positive Impact

As a manager your behaviour will be perceived differently by different people, and you will have an impact whether you mean to or not. Consistently having a positive impact can be a tricky task. This module will give you the self-awareness and skills to consistently create a positive impact, regardless of the person or situation you are work with.

In these three 90 minute virtual sessions, participants will:

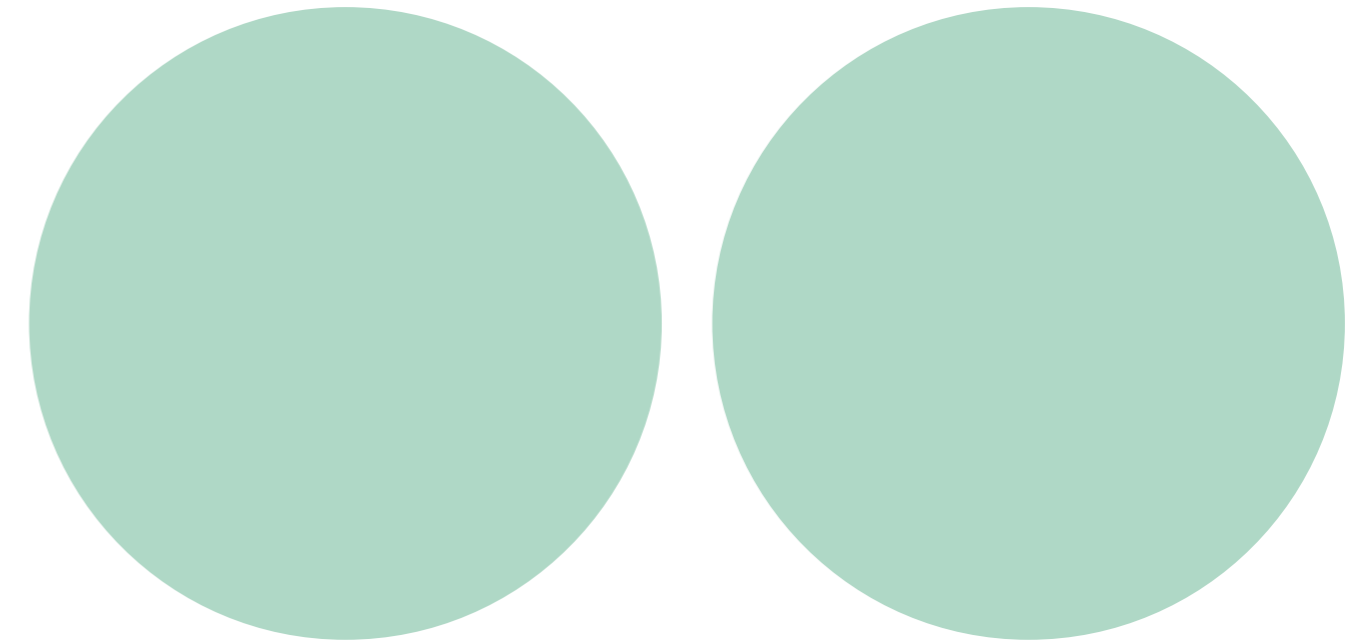
- Understand the principles of communication and making the most of your interactions
- Understand others motivations and how they affect the way we interpret behaviour
- Recognise how your behaviours directly impact on team dynamics and individual relationships
- Improve the impact you have on others and able to communicate your views and ideas convincingly



The sessions were varied, engaging and had great feedback from all delegates.



Motivate



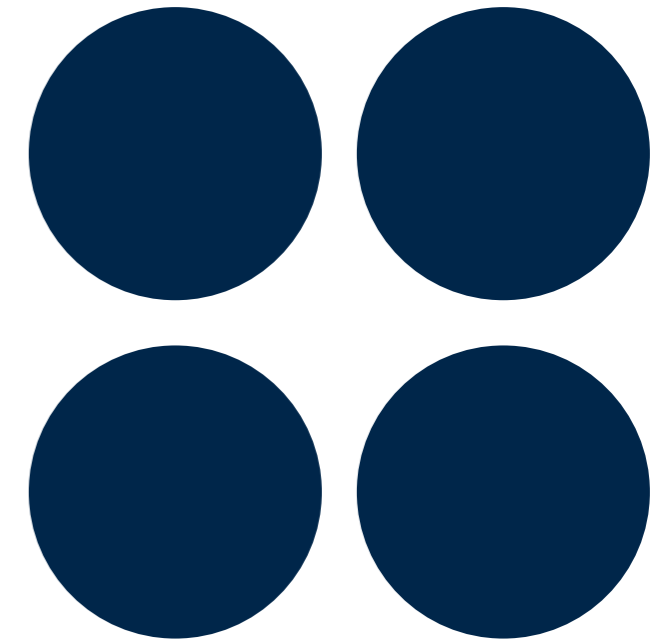
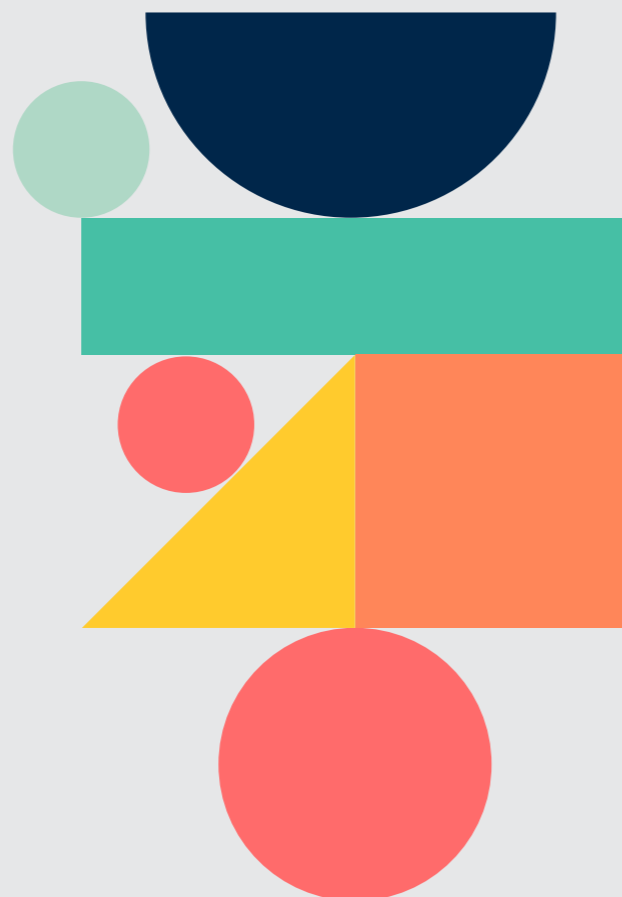
Motivate

Great managers can get more performance from their team through creating higher engagement and stronger commitment. In this workshop you will discover tools and techniques you can use to motivate and engage people. You will learn how to harness individual talents as well as motivate team performance.

In these three 90 minute virtual sessions, participants will:

- Appreciate different individual motivational needs and learn approaches to help people do their best work
- Learn how to create a team purpose that builds engagement
- Learn to communicate effectively to inform, involve and engage
- Explore how to manage team dynamics and learn how to motivate your own team

Courageous Conversations



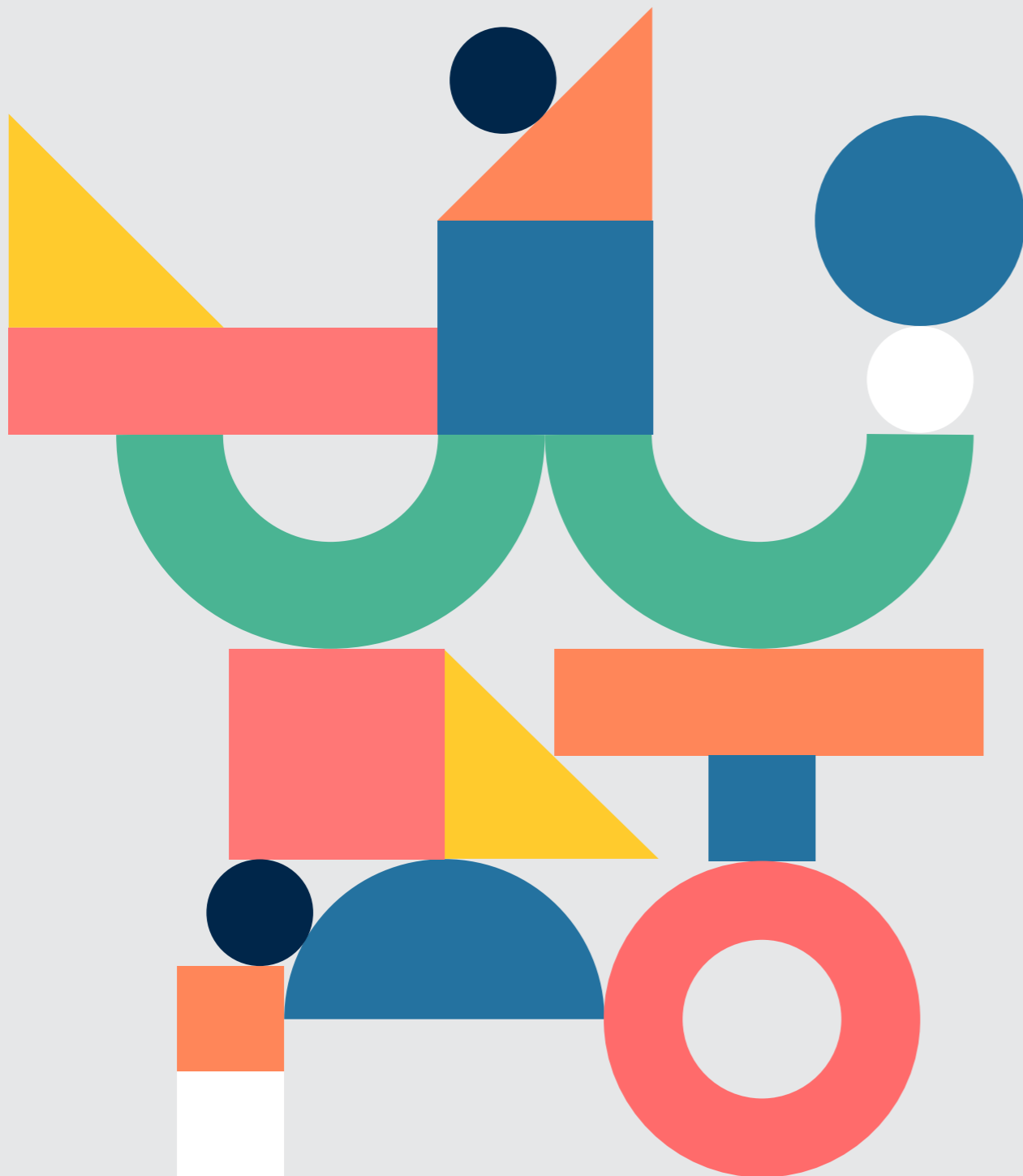
Courageous Conversations

As a manager, sometimes you will need to have difficult conversations. This can be even more challenging when managing former team mates. How you handle these conversations will have a big impact on your credibility and performance as a manager. This workshop helps you develop the courage, confidence and skill to have difficult conversations whilst staying in emotional control.

In these three 90 minute virtual sessions, participants will:

- Identify the elements that make some conversations 'difficult'
- Execute a confident and effective conversation that delivers results
- Able to plan and structure a difficult conversations to get a win-win outcome
- Manage emotions effectively

Managing Change



Managing Change

Managing people through change can be a challenge. This workshop will help you identify how people respond differently to change and will give you the tools to support them through it. We will explore the reasons for resistance to change and learn how to work with this to get the best outcome. You will develop the practical skills and knowledge necessary to successfully manage and positively respond to change.

In these three 90 minute virtual sessions, participants will:

- Understand the importance of managing change effectively in organisations
- Discover the different reactions to change and how to work with resistance
- Able to manage the impact of change, keeping people motivated
- Learn about the stages of change and practice the skills to communicate and support your team through it



**It was early days of online
live delivery but the
Thinkststitute were slick with
the technology and took the
delegates with them.**





About us

The Thinkstitude is a global leadership development company. We combine psychology and commercial know-how to transform how leaders think, feel and act and so improve the performance of organisations and the working lives of people within them.

Headquartered in the UK, the Thinkstitude operates around

the world providing a range of leadership assessment, development, coaching and training services.

Contact us or visit our website for more information:

contact@thinkstitude.com

www.thinkstitude.com





Be kind to your mind