

THE EFFECTIVE MANAGER WORKSHOP

(1-day Skills Workshop)

Purpose of the workshop

If we can't manage ourselves, then we can't manage anything with any credibility or effectiveness. This foundational 1-day development workshop unlocks and forms a person for their role and for an ongoing career in management. The ability to find purpose, sift in priorities and sift out distraction is the starting point of fulfilment, wellbeing and management effectiveness.

This workshop will also help to manage out any stress, overwhelm and aimless effort; and promote a purpose-led & effective approach to any management role.



“Every manager deserves this level of development!”

What this development workshop will enable you to do

- To engage with your management role and career in a fully effective and authentic way
- To be able to embed the core techniques and disciplines of time management into your approach
- To be able to set aims and objectives leading to achieving highest-priority outcomes and to high standards of performance
- To understand 'big picture' thinking and be able to follow a 'visioning process' to manage 'present-future' outcomes
- Learn the importance of communicating effectively by involving and making agreements within your team and line-management
- Carry out your role as part of a collaborative body of management, so that you don't end up isolated or in a functional silo
- Understand the process of management decision-making, planning, organising individual/collective effort, and managing tasks that lead to collective high-performance

What is covered?

The workshop provides tools and processes that can be repeated over an entire career to help leaders and managers perform

- Management Of Self, Time & Work/Life Balance
- Role Purpose, Vision & Objective Setting
- On-Top-Of-Role Definitions
- Prioritisation, Planning & Performance

Investment

All Academy programmes are backed by our **100% Outcome Guarantee** on both learning outcomes and return-on-investment

- **IN-HOUSE DELIVERY (your location/venue)**
£1,995.00 + VAT*

*Includes up to 4 delegates per workshop.
Additional delegates from £395pp + VAT
Ask for details. Ts&Cs apply.

Who should attend?

- **New-To-Role & Early-career Managers** who need to learn management best-practice and career-lasting skills
- **Middle/Senior-managers & Team Leaders** who need to update and develop their management skills as part of their ongoing professional development

- **Established Managers** without any formal management training, who need to professionalise their role
- **Struggling Managers** where their style & approach is potentially affecting team morale, performance and/or causing staff-churn

What you will learn as career-lasting knowledge and repeatable management & leadership skills

Management of Self & Time – finding authenticity and work life balance

- Learn to start with 'being you' and 'aiming for best'
- Learn how to shape your work-life balance so that your health and wellbeing is foundational
- Learn how to prioritise your time to work on the most important issues
- Come to understand that management effectiveness is the essential skill for a career in management

Role Purpose, Vision & Objective Setting

- Learn how to choose the level of intention and outcome appropriate to the task
- Learn the importance of having aims and objectives agreed with your line-manager
- Understand the process of shaping 'present-future'; and why managers and leaders need to 'own their role'
- Learn the visioning process, during which you'll learn how to evolve your role and function

On-Top-Of-Role-Definition

- Learn to see your role, management function and leadership approach as part of the business whole
- Understand the different team dynamics that come with different types of people and situations
- Construct your 'Accountability, Responsibility & Authority' Schedule as a repeatable tool
- Construct your 'On-Top-Of-Role' Schedule through which you shape your role & responsibilities

Prioritisation, Planning & Performance

- Learn what to say 'yes' to and what/how to say 'no' to. Learn to choose and agree with integrity.
- Learn how to prioritise and create a to-do list aligned to agreed outcomes
- Learn how to plan using a Gantt Chart, so that time, process and activity can be managed in one
- Learn how to communicate your approach and plans so as to create working agreements with colleagues

Programme Details & Description

All workshops are delivered by an experienced and qualified Management Coach/Trainer

- Delegates attending the programme will each receive comprehensive course materials and certificate
- The day starts with refreshments and social gathering from 8.30am, with the course starting at 9.00am
- The workshop finishes at 5.00pm prompt



Leadership Academy: Structure and Learning Style

Our Academy programmes and workshops use a hands-on, person-centred learning and development approach, making these proven programmes both engaging and practical in the real world. Our intention is to leave each delegate with the leadership & management knowledge and practical competencies that will enable them to immediately implement their learning and newly acquired skills in the workplace.

Quotes & Testimonials

"I now know how to approach my job effectively!"

"Inspirational..."

"...has totally changed the way I approach my role."

"Every manager should have this level of development. Indeed, every manager deserves this level of development!"

Academy Director & Course Leader

Richard Uglow started his early career working in some of the largest companies in the UK. He was heading a production unit within Cadbury by the time he was 23 and achieved the role



of Commercial Director at Geest UK by his early-30s. Richard is a qualified accountant, holds a BSc. Hons and is an NLP Master Coach with hands-on experience in finance, production and commercial management.

In 2001, Richard founded Enrichyou UK and developed the Academy programmes in order to pass on the practical skills and knowledge that he observed were often missing in traditional theory-driven management & leadership development.

About the Enrichyou Leadership Academy

Enrichyou Leadership Academy has been delivering individual career-level development for over 20 years. Like a 'Sandhurst For Leaders', we like to think of our Academy service as the business equivalent of officer training in the military. To that end, it is not just about knowledge and skills; it is also about developing the character and behaviours associated with good management & leadership – delivered in a style that will resource every delegate for the entirety of their working life.

Our workshops and development programmes are designed to equip each manager and leader with vocationally universal skills that can be quickly translated into learned and repeatable behaviours back in the workplace. Our aim is to develop these managers & leaders to think and behave with integrity and long-term sustainable intent at the core. Our Academy programmes are distinct from our inhouse retained service, which is designed to develop organisation-wide leadership in a wider cultural context.

Ask for details.

Outcome Guarantee

Every Academy programme comes with a 100% money-back guarantee.

After completing each stage of development, if a delegate is unable to confidently assimilate their learning in your organisation at a level that adds more value than the amount of investment, we will repeat the module free of charge or refund you the equivalent value.



AGA RANGEmaster



For Complete Security



HILLARYS



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