



THE SKILLS FARM™  
growing you

# MAKING A MANAGER

**A high-impact skills development workshop  
designed to build the confidence  
of new managers.**

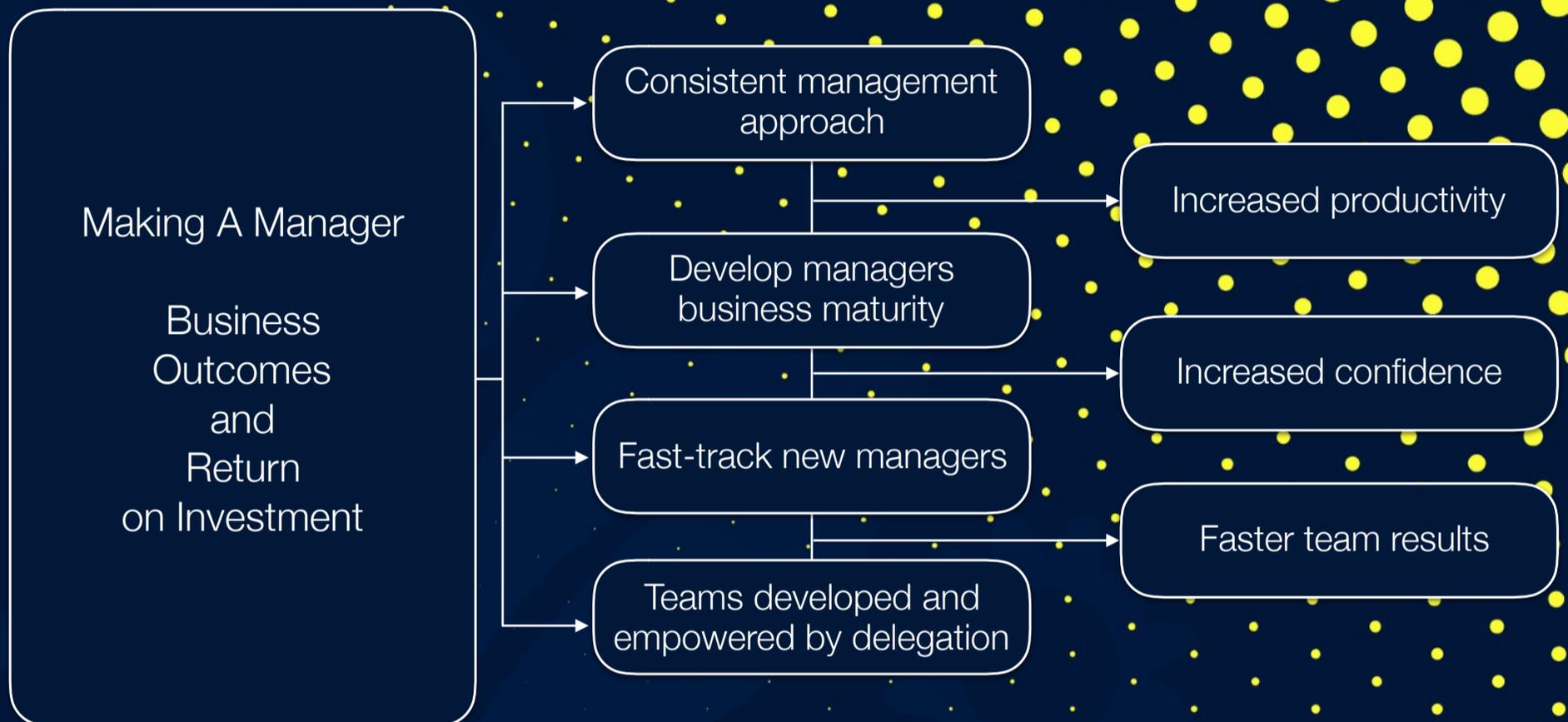
*“The true genius of a great manager is his or her ability  
to individualise. A great manager is one who  
understands how to trip each person’s trigger.”*

- Marcus Buckingham

**This is your invitation to become a confident & motivational manager...**



## What are the business benefits of this workshop?



## What have previous participants said?

Informative, enjoyable and I am excited to try out my new found techniques. Being new to a management role this workshop certainly has given me the knowhow to go back to my team feeling more confident as a manager.

- L Sherman

Understanding my own personal authority was really insightful and helped me realise the impact I have on my team. Useful approach to difficult situations like 'saying no' and 'stating expectations'. This workshop has left me feeling empowered as a new manager.

- L Williams

Really useful training for new managers - one of the best courses I've been to. It has given me what I need to be taken seriously as a manager and the tools to drive results and motivate my new team.

- S Fletcher



## What are the learning objectives?



## Why partner with The Skills Farm?

We have been designing and delivering sales and leadership skills training programmes for over 15 years.

Scott and Jamie have both graduated from The Master Trainer Institute in Geneva.

Since 2003 we've have been developing programmes for sales professionals, consultants and leaders at market leading companies including IBM, Apple and Deloitte.

We've delivered leadership skills training to over 6000 professionals, in 25 countries.

Known for being the go-to provider for the most up to date sales skills and leadership skills programmes, we up-skill sales staff to increase revenue and we grow leadership capability to consistently drive performance.

Our current clients include American Express, Deloitte, Google, Leica Geosystems, Apple and ERM.



# Making A Manager overview

## Pre-course:

- Learning
- Reading
- Videos



## Day one and two:

A face-to-face, two-day intensive workshop

- Defining yourself as a Manager
- Laying Team Foundations
- Setting Team Direction
- Managing Team Meetings
- Knowing Your Team
- Monkey Management
- How to Say 'No'
- Delegating Tasks

Build your management toolkit that takes your confidence to the next level



Workshop aligned with your companies strategic priorities and sponsored by your senior leadership team



## Pricing

### Pricing Breakdown

Day Rate per 6 Participants	Workshop delivery days	Participant booklets	<b>Total</b>
£1,650	2	£90	<b>£3,390</b>



# Workshop modules

Pre-course learning

5 Things New Managers Should Focus on First	Essential tips for transitioning into a manager role.
How to break bad management habits	A new approach to breaking the rules while you're new to management.

Day One

Defining Yourself as a Manager	Discover one of the most important things to do in your first management position.
Laying Team Foundations	Learn the essential building blocks needed for an effective team.
Setting Team Direction	Explore ways to communicate your company's direction in simple terms with your team.
Managing Team Meetings	Discover what it takes to organise and host an effective and efficient team meeting.

Day Two

Knowing Your Team	Examine the different personalities in a team and craft ways to overcome any challenges you may face.
Monkey Management	Discover who steals your time, when and where they strike and how to keep 'monkeys' off your back.
How to Say 'No'	Practise how to protect your time by saying 'no' whilst safeguarding relationships.
Delegating Tasks	Discover how to assign and delegate tasks to your team and learn how to protect the time you save.



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A high-impact management skills workshop delivered by an experienced and award winning leadership skills trainer.

Increase productivity, increase confidence, achieve faster results, grow business mature managers.

## MAKING A MANAGER

A high-impact skills development workshop designed to build the confidence of new managers.

Delivered at a location and time that is convenient to your business needs.

Learn from the award-winning leadership skills trainers from IBM, Google, Apple, ERM, Deloitte and American Express.

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