



- ✓ 8 key interactive modules
- ✓ 8 inspirational workshops
- ✓ 8 months progressive learning
- ✓ Working with like minded people
- ✓ Facilitator support throughout
- ✓ Experienced based learning
- ✓ Unlimited FREE phone coaching
- ✓ Success Guaranteed



Module One

YOU As the MANAGER

Whether you have just achieved the promotion, been managing for years or just found yourself doing the role, this module encourages you to be **YOU** as the manager and not the **MANAGER** as you. You are unique, why should anyone want to change you ? Develop your leadership and managerial abilities around your core talents. It's these talents that probably elevated you to your current position. Define what a GOOD MANAGER looks like within YOUR organisation, explore the many roles you play as that manager and how to harness them in to real performance

Module Two

TIME & LIFE MANAGEMENT

Before we can lead, manage & develop others, a great place to start is with ourselves. Then we can become the best that we can be so that we can inspire our people to improve their performance. Learn how to relinquish control over the things we have no control and maximize on the things with which we can control. The golden rule here is that there is no one single universal system that works for everyone. This module helps you find the right one for YOU and YOUR lifestyle

Module Three

EFFECTIVE COMMUNICATION

Undoubtedly the single most challenging of skills in any relationship, most of all in managing people. Learn the golden rules of communication and how active listening can enhance your ability to interact with a wider audience of individuals. Acquire the power of non-verbal communication and put it in to immediate effect for maximum people results. Beware the dangers of modern communication shortfalls, build rapport and capture the understanding of your people to get the messages across in the most effective way possible

Module Four

MOTIVATION

Investigate the ABCD model of Motivation and the characteristics that are present in all of us. Explore the impact this is having on how we and our people behave in the organisation. Learn how to avoid the common trap that is present in most managers today. By learning this simplest of natural laws you will appreciate the different internal motivational agendas of your people and how to inspire extraordinary performances from ordinary people by enabling individuals and your team to achieve their potential

Module Five

LEADERSHIP

Notably one of the buzziest of buzz words in the field today. The Leadership Module cuts through all this and explores practical means of how you can empower your people to the point that they really want to perform well without being dragged kicking and screaming. Together we will learn from proven leaders and individuals who possess such practical abilities, what makes a good leader and the fact that it **CAN BE LEARNED** ! One size doesn't fit all so how do we adapt ? This module reveals all.

Module Six

RECRUITMENT & RETENTION

The right person for your organisation is not out there. The person with the right potential is. This module focuses on proven success principles of recruiting and retaining your money makers. Using the most appropriate selection techniques you can reduce the amount of time, effort and money wasted on re-recruiting your workforce. Learn simple, practical and even fun methods of retaining a team of value adding members as opposed to a group of employees

Module Seven

DELEGATE to ACCUMMULATE

National research conducted in 2004 revealed that the majority of small business owners worked more than 65 hours per week including weekends and bank holidays. 66% of these managers would like to decrease their hours, but only 19% believed this was a realistic prospect. Effective Delegation is the essence to achieving your key business objectives. You as the manager cannot do it all alone. This module explores the whys, whens and hows of delivering business success through retaining customers, maximizing on output and challenging the right people in the right way to achieve this.

Module Eight

PERFORMANCE MANAGEMENT

What gets measured gets done and what gets done gets rewarded. This module will give you instant tools and techniques to set more effective targets, goals and measures, harness the power of constructive feedback, reward and recognize the value your people are making and increase your confidence when reviewing performance on a number of levels using a variety of situations. The result.....your people drive the Organisation's success as you steer them in the right direction

Your Facilitator



Kate Butler

Kate is an experienced Trainer, Advisor and Marketer, designing and delivering interventions which make a real difference to people's working lives.

Kate's skills enable her to equip managers with the practical tools which can be taken back to the workplace to make an immediate impact.

Kate has a wide range of experience in organisational development projects including business planning, recruitment and selection, performance planning and reviewing, design and implementation, management competencies, induction design and many aspects of training needs identification, design, delivery and evaluation.

A member of the Chartered Institute of Personnel and Development Kate's experiences span the hotel and leisure industries, government agency, food manufacturing and retail; covering management disciplines such as marketing, business development, human resources and sales.

Money Back Guarantee :

If any willing delegate cannot implement any aspect of the programme immediately in their role as a people manager, Expressions will refund 100% of their programme investment.

Exceeding Expectations....

"All the areas addressed vital aspects to running our business successfully. The phone coaching is very useful and helped deal with specific situations"

Laura Lawrance - Senior Manager - Peak Fitness Ltd
Surrey

I'm still practising what I learned and feel myself becoming a lot calmer in situations. Even after the course Expressions has kept in touch with me to check my progress which I have emailed a couple of times for follow up advice and questions. I really appreciate this."

Kirsty Weetman, Salon Manager Hair 4 Everyone
Burgess Hill

"Thank you for inspiring our management team. All three members have grown as individuals and given the company a boost, which definitely will make a difference in how our company works and achieve our goals in the future"

Britt Rees - Director - LVC Ltd *Watford*

"I took something from each session and implemented it in to my daily routine. I would highly recommend managers attend this programme"

John Lilleystone - Manager - R H Amar Ltd *Wycombe*

The Academy is accredited through an approved centre of the Institute of Leadership and Management and is mapped to NVQ Level 3 in Management *(please ask for further details)*



the management academy

Booking Form

To book your place on the next Management Academy series of workshops, including phone coaching support from your facilitator starting on Tuesday 16th March 2010† for a total investment of £995 per person (+VAT), please complete your details below. This Academy will be run in the Surrey area

† The remaining 7 half day workshops will be arranged between the delegates at the first workshop so as to ensure all the dates and venues are suitable for all

Name(s) : _____

Position(s) : _____

Organisation Name : _____

Address : _____

Address/postcode: _____

Telephone : _____

Email : _____

Please invoice my organisation
Please find enclosed a cheque for full payment
Please provide a receipt for this payment
Please help me investigate funding opportunities
I'm interested in the NVQ level 3 qualification
I have read and I agree to the Terms and Conditions on the website www.expressionspartnership.com

Signature : _____ Date _____

Please make cheques payable (£995* [£1169.13 inc. VAT] per person for the FULL Programme) to **EXPRESSIONS** and post with this completed form to **36 Lower Guildford Road, Woking, Surrey, GU21 2EE**. To speak to your facilitator please call Kate on 07788 413139 or email welcome@expressionspartnership.com

*If 2 or more managers attend from the same organisation the cost is reduced to £950 [£1116.25 inc. VAT] per delegate