



Grow

Development
Solutions

Stepping into Management
(Endorsed by The Institute of Leadership & Management)

Programme OVERVIEW

This is an in-house developed and '*Institute Approved*' programme. This programme is designed specifically for new managers and those soon to be stepping up into a team leader/management role. This programme provides a comprehensive insight about the *transition into management* and the core components of managing others that are relevant to any management role, regardless of industry or function.

This programme will enable participants to *develop their skills and confidence*, supporting them to perform their management role *effectively* to *achieve the desired results* within the team and organisation.

This programme is ideal if you want to offer a short introductory and *accredited* programme to those new to managing within your organisation!


Programme Content & Structure

This programme can be delivered as a *three-day face to face training programme or virtually, with six online workshops*. The workshops are designed to encourage participants to reflect and recharge, whilst learning about the key skills and behaviours required to effectively 'step up' into a management role. An overview of the specific topics and content to be included are below.

- Your own preferred management style and how to adapt your style to achieve optimum results with all individuals in your team
- Effective target setting
- Motivating yourself and others in your team
- Effective performance management to get the best out of your people in a range of work environments
- Techniques to develop others in the workplace (including coaching techniques)
- Developing and sustaining a high-performing team
- Dealing with constructive and destructive conflict in the workplace
- Time management and delegating
- Communicating effectively
- Managing change
- Participants will be provided with a '*Management Development Toolkit*', to support your ongoing development in your management role

What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Training and support from qualified and highly experienced leaders and executive coaches
- ✦ In-house bespoke content to meet your organisational needs
- ✦ In-house groups between 5-12 participants
- ✦ Time to reflect and re-charge
- ✦ An opportunity to network with colleagues from across the organisation
- ✦ To engage in self-reflection and complete profiling assessments (some of these incur an additional cost and will be optional)
- ✦ No formal assessments
- ✦ Comprehensive developmental feedback from the course facilitators
- ✦ Workbooks for all training workshops
- ✦ A minimum of 12 months membership of The Institute of Leadership & Management
- ✦ Endorsed by (Certificate on completion) The Institute of Leadership & Management



Those who attend this programme will be given a 'Management Development Toolkit' – which will support ongoing management development

WHAT PREVIOUS PARTICIPANTS HAVE SAID ABOUT OUR PROGRAMMES

"I want to thank you for delivering a first class programme that has given me the opportunity to develop my ability as a coach by raising my knowledge and skills and perhaps most significantly for me, has boosted my personal confidence in my day to day work".

"I just want to thank you for your time on this course, I will be using this for the rest of my career as I have learned a lot from my time with you."

"Thank you for your help and support on this course. It has been a brilliant experience!"








This programme can be delivered as a *three-day face to face training programme or virtually, with six online workshops*, or as a *blended approach* (a combination of face to face and online).

Our full day training workshops are around 6.5-7 hours (including time for breaks/lunch) and our online workshops are usually around 3 hours per workshop. However, for in-house programmes we are happy to deliver the programme to suit our partner's wants and needs.

We will work with you, our partner, to agree on the best programme delivery structure for you and the participants attending the programme. We will always agree in advance with you, our partner, the programme workshop dates and times.

Course Fees & Next Steps

Our in-house fees vary depending on a range of factors, such as:

-  Delivery method (online, face to face, or a combination of both)
-  Venue costs (if to be delivered face to face)
-  Travel costs
-  Number of participants joining the programme
-  Number of cohorts undertaking the programme

Please contact us to discuss your needs and we can put together a personalised quote for you.

Payment Terms

We will require a Purchase Order number at the time of booking confirmation and our partners are required to sign our 'Services Agreement' which outlines our full terms and conditions and bespoke conditions and requirements for each programme/service provided.

Next Steps

We would love to get the conversation started with you and learn more about how our team at Grow can help your organisation. Please contact us via email:

enquiries@growdevelopmentsolutions.com, or telephone: 01778 382781 /07967603236

We hope to have the opportunity to work with you soon and deliver an in-house programme to meet your needs!