



TrainSkills

TRANSFORM AND PERFORM

Career Skills Course

MANAGEMENT - BECOMING FUTURE FIT

 2 Days

 On/Off Site

About the Course:

This course is aimed at novice managers. People are one of the most critical elements in a business as they play an important role in organisations being successful. It therefore goes without saying that managing and leading the people within an organisation comes with great responsibility – and sometimes great challenges. If badly managed and poorly led, unproductive people and unmotivated workforces can cripple an organisation. This course will deliver several proven management skills and techniques to help you become the complete all-round manager.

Upon completion of this course, participants are better prepared to:

- Understand leadership vs management
- Deal with conflict in the workplace
- Apply diversity fundamentals
- Strengthen team dynamics & delegation
- Develop communication skills
- Financial fundamentals
- Perform management basics
- Apply time management
- Develop their own character, self awareness, discernment & versatility

Course material and duration can be customised to suit your specific needs.

Aligned to Unit Standard 15224 at NQF L5 & 120300 at NQF L5

 072 172 4488

 info@trainskills.co.za

 www.trainskills.co.za