

## Management Development Program: Foundational Skills

This **Foundational Skills** Management Development Program will help your leaders communicate effectively with their staff, get the most out of their own time and help bring out the best in their team to create a strong and effective team environment.

### Overview

Management Development Programs are perfect for new managers and leaders entering the leadership space or who want to refine their management skills. The **Foundational Skills** program comprises of three sessions:

#### Effective Workplace Communication (2 hours)

- The benefits of effective communication in the workplace
- The importance of paying close attention to non-verbal communication
- Types of questions and how they can assist our communications at work
- Knowing how primary communication styles can improve your interactions with others.

#### Personal Effectiveness and Time Management (2 hours)

- Identify your preferred behavioural style
- Explore multi-tasking and its impact on productivity
- Identify time wasters and plan to overcome them
- Feel more in control of your work and time
- Create a plan to improve your personal effectiveness.

#### Coaching Skills in the Workplace (2 hours)

- The benefits of having coaching conversations in the workplace
- What situations could be appropriate for you to use a coaching approach
- Important skills that will assist you in having effective coaching conversations
- A framework that will guide you when having a coaching conversation.

#### Benefits of the Management Development Program:

- Improve communication and create a collaborative team environment
- Build confidence and promote self-efficacy with your employees
- Increase employee engagement by encouraging people to bring their whole selves to work
- Efficiently manage time and priorities.

All sessions include Q&A and activities which allow participants to ask an expert facilitator specific questions regarding the content or receive assistance in solving a particular problem faced at work.



Please note: It is important that the people attending the program can attend all 3 sessions, i.e. the 3 sessions build on each other with learners growing their skills over time.

## Who is this program for?

Managers and leaders wanting to upskill or refresh their learning on these topics. Suitable for people stepping into a new manager or leader position, temporarily or permanently.

The program is relevant to a wide range of sectors for all professionals who want to develop their interpersonal skills.

## Dates:

Refer to Registration Calendar.

## Location:

Online via Zoom.

## Price:

\$960 excl. GST or 5 TFF Hours (cost is for one program, i.e. 3 sessions).

If you would like to organise the program for your employees face to face or for your organisation only, please speak to your main contact at AccessEAP or Newport & Wildman.

## Complimentary sessions:

- Management Development Program: Communication & Conflict
- Management Development Program: Wellbeing management Skills
- Management Development Program: Leadership Skills

## To register:

Book directly via the registration link [here](#).

If you have any queries, please reach out to your main contact at AccessEAP or Newport & Wildman.

