Management Skills and Techniques Course

Venue Information

Venue: London UK

Place:

Start Date: 2026-12-15

End Date: 2026-12-19

Course Details

Net Fee: £4750.00

Duration: 12 Days

Category ID: MAL

Course Code: MAL-105

Syllabus

Course Syllabus

Introduction

This comprehensive 10-day course will enhance the way you manage yourself effectively within your own time constraints, how to better organize and prioritize your work/life tasks, as well as the people you manage. These skills will develop a more efficient and motivated individual, enabling increased outputs and productivity in any business area.

Businesses and organizations need to find more productive methods of planning, more appropriate goals and effective means of making decisions. This course focuses on using productive practices allowing for effective and efficient management of work and making changes and continuous improvements in the organization.

This course will feature:

- Logical and intuitive decision making and problem solving techniques

objectives

- Understand and develop skills necessary to set goals and complete work on time
- Use basic planning process tools to plan work strategy
- Utilize a variety of methods to improve decision making and problem solving
- Identify tasks that can be eliminated, prioritized, or delegated
- Analyse situations that hinder their performance and identify techniques to overcome them

Contents

Module 1
Effective Time, Task & Work Planning Day One

Working and living in a changing world

- What do I hope to achieve?
- Our fast changing world
- How do we manage this?
- What are the implications for others and me?
- Balancing life and work

Day Two

Basic time management skills and techniques

- How am I using my time? Time logging
- Why do I put things off? Procrastination and time wasting
- Time Perspective Inventory: How we use time
- How our time use affects others
- Deciding what to keep, what to eliminate, what to delegate

Day Three

Efficient and effective planning, prioritizing, and coordination

- Diagnosing management methods
- Pressures on work plans – time, quality, cost
- Effective planning and decision-making
- Analyzing and managing risk
- Contingency planning

Day Four

Advanced techniques to turbocharge performance

- “Unscheduling,” the key weapon against procrastination
- Flow states and the right frame of mind

Day Five

Putting it all together in a personal development plan

- Work planning practical
- Testing your plan
- Analyzing your strengths and needs
- Creating a development plan
- Real wealth equals happiness plus fulfillment plus discretionary time

Module 2
Goal Setting, Planning & Decision Making Day Six

Current Status of Setting Goals, Planning and Decision Making

- Course purpose, goals and objectives
- Overview and context of organizational change and the impact on goals, planning and decision making
- Understanding of the current status of the organization, team and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get work started

Day Seven

Importance of Goal Setting and Planning Management

- Integrating goals, scope, work structure and management planning
- Identifying initial resource requirements
- Identifying risk techniques that affect work assignments, priorities and deadlines
- Communication that responds to: who, what where, when, how, why
- Understanding the importance of quality planning in work assignments

Day Eight

Setting Priorities and Making Decisions in the Planning Process

- Using planning to ensure task priorities are established
- Planning for time management, scheduling and meeting deadlines
- Improving communications and listening skills
- Planning for delegation responsibility and authority
- Techniques for making good decisions

Day Nine

Working with Your Team

- Identifying skills required to obtain the help of others
- The importance of group skills to achieve team success
- The importance of interpersonal skills in making personal and team decisions

Developing Personal and Team Change Action Plans

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals
- Dealing with people who do not want change
- Developing an action plan for personal and team change