



PGS
Team Ltd

People Generating Success

'Developing High Performance'



Super 7 Management & Leadership Programme



The Aim

The aim of the Management Training Programme is to help managers and leaders to become more competent and confident to manage, lead and motivate a team effectively in order to achieve company goals and objectives.

The Management Training Programme will develop and inspire managers by providing the tools and mind set to be effective leaders, be aware of their own strengths and weaknesses, and enhance their management style.

Who is it for?

The Management Training Programme is a long term development course for managers from all areas of the business to learn, revise or develop their management technique.

Training programme style

The Programme is an integrated approach designed to take place in stages over the course of six modules. This is to allow the delegates to engage in the concepts, techniques, and learn from each other, to create positive personal-development and confidence as a manager. Managers will also have the opportunity to investigate specific topics and apply the knowledge gained in practical exercises and activities.

The learning objectives

- To understand the role and responsibilities of being a manager.
- To develop the essential behaviours, skills and tools to enable you to be an effective manager.
- To build confidence as a manager.
- Learn to build, motivate, manage and lead teams.
- To become an effective communicator and influencer in meetings, presentations, verbal interactions and written work.

- To understand team dynamics and different personality styles to maximise team performance.
- To effectively conduct performance management, the identification and setting of team and individual objectives, how to evaluate and to consider the feedback process.
- To enable you to confidently manage team resources and business process design.
- To assess managerial and leadership skills and define an action plan for ongoing development.



"I wanted to thank you for pulling together what was an excellent Team Building conference. It matched the brief perfectly and everyone really enjoyed the day. We hope we may get the budget for something similar next year."

Denver Logan - Regional Sales Controller - ITV plc



Management & Leadership Programme

- module 1:** Introduction to management
- module 2:** Leadership and team building skills
- module 3:** Managing process, resource and reporting
- module 4:** Performance management
- module 5:** Enhanced planning tools and skills
- module 6:** Research and project management
- module 7:** The review - recognition, feedback & celebration

It is a pleasure to work with Kevin and the PGS Team; their refreshing approach is both professional and inspirational, as they genuinely care about our people and their achievements."

Adele Chambers - HR Director - EH Smith Limited

THE SUPER 7 MODULES

1: Introduction to management

- Introduce overall objectives of the Programme and specific objectives of module 1.
- Explore the essence of organisational structures and cultures.
- Explore the concept of being a manager, coach and a leader.
- Identify the characteristics of an effective manager including the essential behaviours, skills and responsibilities.
- Exercise:
 - a. Time spent working in/on business.
 - b. SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.
- Understand the broad and complex role of being a manager and the importance of self management.
- Learn to communicate with impact and clarity to get results.
- Embrace managerial theories of key concepts which encompass problem solving, decision making, time management, planning, delegation, communication and meeting management.
- Identify a challenge faced by the business, recognise a potential solution through research and working with people, plan the intended outcomes and benefits and begin to undertake that project.
- Participate in a range of group activities and discussions to promote creative thinking and solutions.



2: Leadership and team building skills

- Understand what makes a team and look at traits of successful teams.
- Understand how to get the best out of your team.
- Improve interpersonal and relationship building skills.
- Consider the use of appropriate leadership and communication styles.
- Consider how best to develop and utilise your team.
- Understand motivational theory and techniques.
- Engage in action-learning and practise leadership skills.
- Review effective team meeting management, practising how to make your team meetings engaging and action-orientated.



3. Managing process, resource & reporting

- Explore organisation skills including planning, time-management and delegation skills.
- Learn the essence of process re-engineering and people resource management.
- Discuss the philosophy of continuous improvement.
- Understand the importance of Performance Measurement.
- Explore the concept of reporting in a professional manner.
- Carry out practical related exercises.

4: Performance management

- Understand the meaning of “performance management”.
- Recap of motivational theory and techniques
- Learn how to “manage by objectives” in alignment with the company’s strategic objectives.
- Understand the principles and importance of Total Quality Management (TQM) and how to build that within the culture of the organisation at every level.
- Understand how to feedback and coach to achieve the most out of your team and address poor performance.
- Practise how to conduct the individual and team performance reviews against known objectives.
- Learn how to deal with difficult situations and potential disciplinary proceedings.
- Practise interview skills.

5: Enhanced planning tools & skills

- Learn to speed-read.
- Practise advanced memory techniques.
- Learn to use mind maps as a planning tool.

6: Research & project management

- Experience working in a different function in the Company.
- Develop new networks and inter-departmental relationships across the company.
- Review your work-based project.
- Learn research methodologies and measurement of data techniques to collate findings for your project.
- Practise influencing skills.
- Practise reporting techniques and communication skills.
- Attend a presentation skills workshop.
- Write up, print and bind your final project.
- Present your project objectives, findings and recommendations for improvement.

7: The review - recognition, feedback & celebration

- Review the learning journey and reflect on personal development throughout the Programme.
- Evaluate progress against individual learning objectives, strengths identified and development areas highlighted during the Programme.
- Reflect on the application of management and leadership skills within the workplace and identify measurable improvements achieved.
- Review the outcomes, benefits and impact of the work-based project, including lessons learned and recommendations for future improvement.
- Receive constructive feedback from peers, trainers and senior managers to support ongoing professional development.
- Share best practice, successes and challenges experienced throughout the Programme.
- Celebrate achievements and recognise individual and team contributions to organisational success.
- Develop a personal action plan for continued management and leadership development beyond the Programme.
- Identify future learning opportunities, career aspirations and development pathways within the organisation.
- Demonstrate increased confidence in managing people, resources, processes and performance.
- Reflect on leadership style, communication effectiveness and the ability to motivate and influence others.
- Participate in a formal Programme review and provide feedback to support continuous improvement of future Management Training Programmes.
- Recognise Programme completion through certification, acknowledgement and celebration of achievement.
- Strengthen professional networks and relationships developed throughout the Programme to encourage ongoing collaboration and support.



Program Schedule

Module 1

Module 2

Module 3

Module 4

Module 5

Module 6

Module 7

Graduation Evening



At Vado we are keen to invest in the learning and development of our people. When working with a training partner, it is essential that they understand your company and your aims with regards to training. We have worked closely with PGS for two years and they have always delivered a highly professional training experience for our staff. The level of time, commitment, personal approach and understanding of our business is outstanding.

Sarah Williams, Managing Director, VADO



Raising the profile of people development



Push yourself out of your **comfort zone**,
that is when the best learning takes place.

Remember we are all on the **same side**,
let's show respect and support for each other.

Give it your all in order to **maximise the benefits** for yourself and your
colleagues as you learn from one another.

Accept everyone has strengths and weaknesses and we are all different and we
are all human. **There is no right or wrong.**

Don't be afraid to put yourself out there - be willing to expose yourself.
Ask anything you want at any time you want. It helps others learn too.

And finally, please give honest feedback to help improve our
Programme for your future colleagues.

Management & leadership training programme



it's a personal experience



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