



# Advanced Management Skills

4 October 2017

Joining Instructions  
DoubleTree by Hilton Islington, London

MTD Training, 5 Orchard Court, Binley Business Park, Coventry, CV3 2TQ  
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# Learn The Skills, Behaviours & Strategies That Will Take Your Managerial & Leadership Skills To The Next Level

## Course Overview

Our “**Advanced Management Skills**” workshop will provide you with the skill-sets and characteristics to become better than you had ever perceived you could be.

Being a ‘great’ manager cannot guarantee success these days – only by being the best of the best will you make an impact on your department, your company and your industry.

After this one-day workshop, you will go back to the workplace with a toolbox full of advanced management skills that you can use to build your success in managing yourself and others.

This course is formally accredited by The Chartered Management Institute (CMI) and you can have the option to receive a CMI Certification.

## Who Will Benefit From The Course?

This course will benefit anyone who would like to inspire themselves and their teams to higher performance, in particular:

- Supervisors
- Team Leaders
- Sales Managers
- HR Professionals
- Project Managers
- Change Managers
- Experienced Managers
- Anyone who has attended our Essential Management Skills course

## With The Help Of This Course Delegates Will Be Able To:

- Know their own style and how it impacts on others
- Create a Personal Skill-Set that will set them apart
- Apply their Emotional Intelligence
- Communicate elegantly and effectively
- Build a motivated and inspired team of people
- Develop a plan to create ongoing success
- Manage their own boss more effectively
- Manage others who they have no line manager responsibility over



### Introduction & Objectives

#### Self-Skills

##### **What makes the difference between 'good' and 'excellent'?**

You may have been a manager for some time, but what makes you stand out from the rest? Find out your current personal style and what it means to you and your team

##### **The Personal Skills that allow you to excel**

What skills do managers and leaders require to be the best in modern times? Our research has shown the skills the future leader will need to take themselves and their businesses forward

##### **Improving your Emotional Intelligence**

A key skill that's needed by today's manager, and one that's vastly under-rated! Take a test to see how you measure up in the emotional intelligence stakes. Analyse why this is such an important skill to develop for the advanced manager

### Lunch

#### Interpersonal -Skills

##### **Advanced Communication & Influencing Skills**

Learn how to be a master communicator! Learn why it's not enough to just put your message across...it's just as important to understand the other person's point of view. The advanced manager has the skills and techniques to influence and persuade elegantly and with passion! You'll understand what makes others tick, how they process information, what their motivations and preferences are and then, armed with this knowledge, you'll know how to get the best out of them.

##### **Getting the Best from your Team**

Use all the skills you have picked up today and from your experience to create and design the best team possible. Analyse motivational techniques, set development plans and develop your team's strengths with our unique 'future-pacing' blueprint. You will never look at management the same way again!

##### **Managing Up & Managing Sideways**

There's no manual that provides you with the skills and know-how on how to manage your own boss! Until now of course. This session deals with management approaches and strategies so you'll know how to manage your own boss, learn how to say no and push back in the right way, how to manage their expectations and how to have a productive working relationship. You'll also learn how to manage others who you have no direct responsibility over but who you need to get results through!

### Close



**Start & Finish Times:**

9:30am start

4:30 – 5:00pm finish

**Lunch & Refreshments:**

Included in course fee

**Parking:**

Is 'free' for MTD delegates

**Dress Code:**

Whatever you feel comfortable in

### Accommodation:

Should you require accommodation during your course, the friendly team at our hotel booking partner, tobook Ltd, will more than happy to assist you with securing a bedroom and at our preferential rates. Further information on how to arrange your accommodation is below:



Welcome to to**book**

On behalf of MTD Training, to**book** has secured preferential accommodation rates at great hotels to offer you a sound night's sleep, leaving you refreshed and ready for your training course.

### How to book your accommodation

You can log in to the online booking tool, which is available 24 hours a day, 7 days a week, to request your accommodation using the details below:

Go to [www.tobook.co.uk](http://www.tobook.co.uk) and click on the 'Sign In' link on the top toolbar

User Name: **MTDTRAINING** Password: **0379MTDTRA**

\*Please enter exactly as shown above\*

If you require any assistance, please email [tobook@tobook.co.uk](mailto:tobook@tobook.co.uk) or call **01676 52868**

## About DoubleTree by Hilton Islington



The location of your training event is a very important factor for us, as we want to provide you with only the very best facilities for your course so that you can arrive easily and hassle free and enjoy a great learning environment.

Boasting an ideal location in the heart of bustling Islington, DoubleTree by Hilton Hotel London - Islington is just minutes from extensive shopping opportunities, sports

arenas, tempting local restaurants and lively nightlife. This Islington hotel is near the Business Design Centre, offering a convenient base for guests attending a conference or trade event. Take a two minute walk to Angel tube station, where you can enjoy easy connectivity to some of London's most popular shopping and entertainment destinations, historical landmarks and iconic attractions, including the EDF Energy London Eye, Buckingham Palace, Tower Bridge and the world-famous Oxford Street.

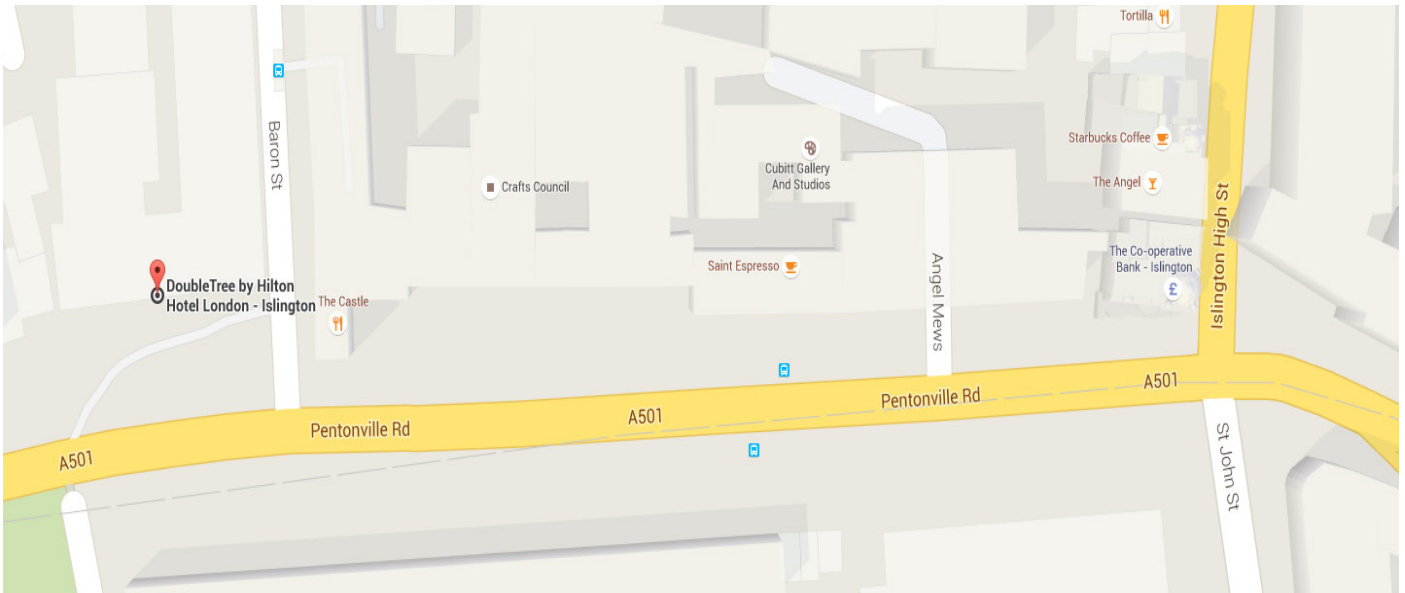
This modern hotel in Islington provides an ideal setting for successful training, meetings and conferences; offering six flexible meeting rooms, a complimentary 24-hour business centre and contemporary A/V facilities.

Maintain your exercise regime during your stay in the complimentary 24-hour fitness centre. Start your day with a delicious breakfast in our stylish restaurant and enjoy a relaxed lunch in the bar. Pick up your favourite takeaway hot drink from our all-day coffee shop, before heading out to explore London. Our friendly staff look forward to welcoming you to our DoubleTree hotel in Islington with a warm chocolate chip cookie on arrival.





## About DoubleTree by Hilton Islington



### Directions to the DoubleTree by Hilton Islington

The hotel is easily accessible from all major transport points in the city. The closest Underground station is Angel which is a 2 minute walk from the hotel and connects you to all London has to offer.

#### Nearby Car Parks

Business Design Centre, 52 Upper St, London N1 0QH

OPEN 24hrs and only 6 minutes from the hotel by foot/ 0.8 miles

N1 car park, 21 Parkfield St, London, N1 0PS

OPEN 10am-7pm daily and 3 minutes' walk by foot/ 0.3 miles

### Kings Cross Underground Station:

The hotel is a 15 minute walk from here or alternatively you can take the Underground from here to Angel. As you come out of Angel station, turn left. At the crossroads, turn right onto Pentonville Road. The hotel is on your right.

### Euston Station:

Take a taxi to the hotel which takes 5 minutes or take the tube on the Northern line to Angel and walk 2 minutes to the hotel. As you come out of Angel station, turn left. At the crossroads, turn right onto Pentonville Road. The hotel is on your right.

### DoubleTree by Hilton Islington

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