



# Advanced Management Skills

Joining Instructions  
DoubleTree by Hilton - Coventry

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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

## Housekeeping and Accommodation



### 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, tobook 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

Email: [tobook@tobook.co.uk](mailto:tobook@tobook.co.uk)

or call: 01676 522868



## About DoubleTree by Hilton - Coventry



**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.

Located in the heart of England just off the M6, the newly refurbished and modern hotel hosts a dedicated

training and conference floor with 13 rooms in total. The hotel also offers a 24-hour business center with free WiFi access in all designated areas.

Unwind in a spacious guest room that includes and LCD TV, tea and coffee making facilities and 24-hour room service. Update to a deluxe room which includes extra perks including bathrobes, slippers, Nespresso coffee machine and an additional one-hour extended check-out.

Relax at the LivingWell Spa with a personalised beauty treatment, aqua class, steam or leisurely swim. The hotel also has plenty of on-site parking, British cuisine dining and a bar serving Starbucks.







### Arriving By Rail

Less than a 10 to 15 minute drive from Coventry Station with links to London, Glasgow, Birmingham & Manchester.

### Arriving By Car

The venue is ideally located just off the M6 - Junction 2, with easy access to the M1, M69 and A45.

### Arriving By Air

The hotel is 20 miles from Birmingham Airport, and 35 miles from East Midlands (Derby) Airport.

**DoubleTree by Hilton Coventry**  
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