



# Advanced Management Skills

Joining Instructions  
Cheadle House, Manchester

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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 accredited with the Institute of Leadership & Management (ILM) and is also CPD accredited, which means that you have the opportunity to receive 2 certificates from attending this course.

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

- Create their own management and leadership vision for 2020 and beyond
- Identify ways to add value to their leadership role through role modelling
- Win the hearts and minds of your people to effectively implement the company strategy, vision and values
- Lead and manage digital, remote and global teams
- Utilise advanced communication, persuasion and influencing techniques
- Improve and develop their self-awareness and Emotional Intelligence
- Build and develop their own resilience skills and support others in building resilience
- Deal more effectively with stress and pressure



### **Introduction & Objectives**

#### **Leadership For The 2020's & Beyond**

How has management and leadership changed from the last decade to present day? What skills do managers and leaders require to be the best now and in the future? How do you stack up against these key skills?

#### **Role Modelling As A Manager**

The example you set as a manager can have a profound effect on the morale, motivation and engagement of your team. How can you role model success for your team and your organisation?

#### **Leading The Vision & The Strategy**

By revisiting your own company vision and strategy, what can you do to encourage your people to follow the vision and strategy more coherently and passionately?

#### **Leading In The Digital Age**

With the 21st century bringing about the digital revolution, managers and leaders need to be well-versed in the key qualities required to manage and lead in this digital age. What are the essential leadership skills and how do you measure up against them?

#### **Leading & Managing Remote Teams**

With more and more employees securing flexible and agile working requests, and many organisations expanding into global regions through the digital age, modern-day managers and leaders will need to be effective at managing and leading digital, remote and global teams. Learn how to connect and engage with remote teams of all sizes and structures.

### **Lunch**

#### **Advanced Communication, Persuasion & 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.

#### **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.

#### **Building Resilience**

With so many employees experiencing a more intensive workload, with higher expectations and less time and resources to achieve these expectations, managers and team members alike are looking for ways to more effectively manage the stress and pressures they face in their roles. Learn how you can build and develop your own resilience skills, and how you can support others in developing resilience too.

### **Close & Actions**



**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 522868**

## About Cheadle House – Manchester



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.

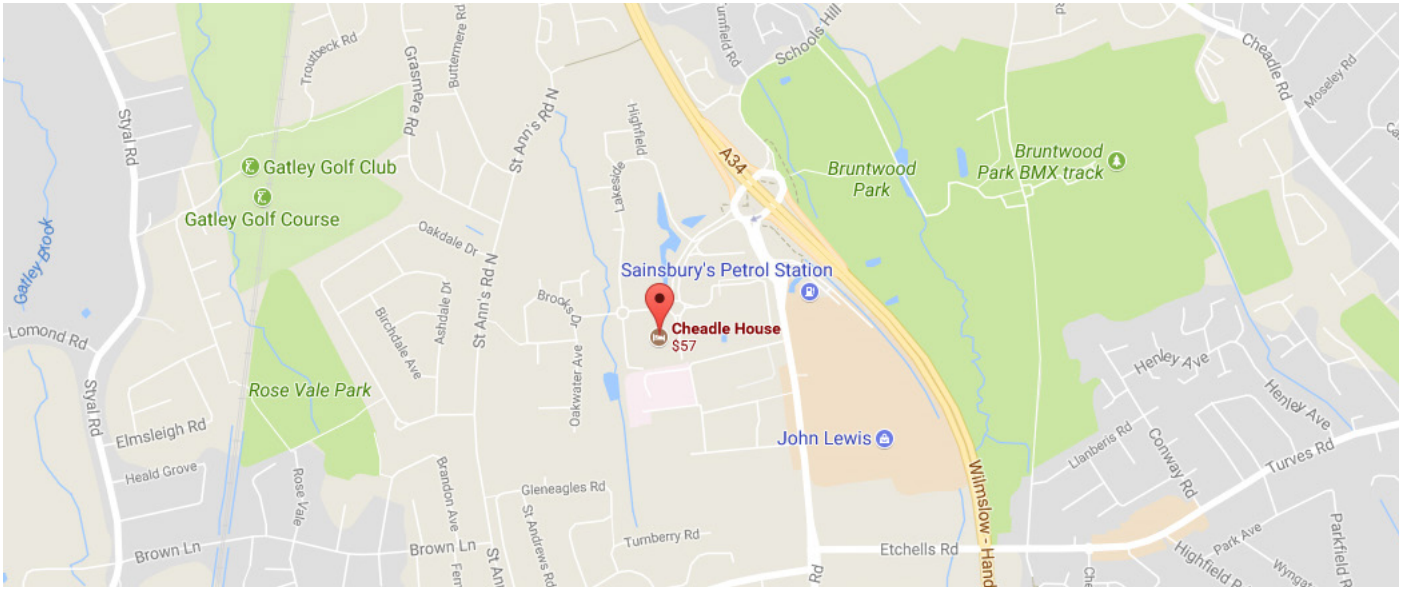
Perfectly located four miles from Manchester Airport – Cheadle House is the ideal location for your training with us at MTD.

The venue is perfectly positioned close to the shops, entertainment and nightlife of Manchester while also providing opportunities to enjoy the countryside, the Lake District and more.

The spacious executive style meeting rooms at Cheadle House are ideal for hosting a range of events and can cater for up to 100 delegates.

The meeting rooms at Cheadle House have all been purpose built to the highest of specifications, including free superfast Wi-Fi and complimentary on-site parking.

## About Cheadle House – Manchester



### Arriving By Rail

Less than 2 miles from Gatley & Heald Green and 5 Miles (a 10 to 15 minute drive) from Stockport and Wilmslow.

### Arriving By Car

Cheadle House, Cheadle can be reached by vehicle via the M60, the M56, and the M6 northbound.

### Arriving By Air

Cheadle House is just 4 miles (12 minutes' drive) from Manchester International Airport.

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