



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 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

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 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
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.

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