

Training

Management training – The half-day series

Easily assimilated management training in half day modules allowing practical application between sessions and time to fit in with busy diaries.

Ideal for in-house cross functional management teams or groups of managers with similar tasks. The series also runs as open courses.

The half-day series delivers practical management skills in a format that is effective and fun. Modules are as follow:

Motivation

- Creating a motivational environment.
- Motivational theory made practical.
- Motivators and de-motivators.
- The motivating manager.
- Linking motivation and performance.

A management game is used to visualise key aspects of motivation and bring into full recognition the process of motivation and how a manager can impact this.

Setting objectives

- Objective setting as a process.
- Writing goal statements.
- Activity plans.
- Assessing capability.
- Management style.
- Monitoring results.
- Modifying activities.
- Motivation re-visited.

Case studies, participant situations and exercises are used to make the session meaningful and practical
In application.

'Many times SPT have been asked to put together tailored development courses for us that meet a demanding set of criteria and SPT have consistently managed to exceed our requirements.'

Martyn Melvin
Human Resources Director
EvotecOAI

For more information
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Coaching and counselling

- Creating a coaching environment.
- Planning a coaching session.
- Using a coaching structure.
- Implementing and monitoring a development process.
- Coaching in difficult situations.
- Motivation re-visited.

Implementing the appropriate management style in practice is continued from module two and strengthened with additional interactive skills. Tailored role-plays are used to highlight current Coaching styles and to introduce new skills.

Role-play session

Tailored role-plays are carefully set up to make situations relevant. Role-play 'rules' are established to ensure the session is constructive, relaxed and directly applicable to participants. Skills covered are:

- Assessing capability.
- Preparing for the coaching/counselling session.
- Applying an appropriate management style
- Uncovering key issues.
- Developing and implementing a development program.
- Working with difficult team members.
- Applying the skills to appraisal interviews.

Team building

- Clear purpose and objectives.
- Good decision making processes.
- Trust, support, co-operation and conflict.
- Clear roles, responsibility and leadership.
- Sound relationship.
- Analysis of team performance.

The half-day is full of team and individual exercises Which encourage an in-depth look at the functioning of a team and bring key issues to life.

'We first sought SPT to help us manage team building and team-working as our company expanded rapidly. SPT tailored courses entirely to match our needs, using pre-training interviews and questionnaires. The interactive style was well received and SPT have now become a valued partner for our ongoing development requirements.

James Tout
Director of Development
Oxford Semiconductor

'We have used SPT for over ten years for our training. A friendly approach and extensive knowledge make training with SPT a sound investment for both company and staff.'

David Mercer
Sales Director
Launch Diagnostics

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