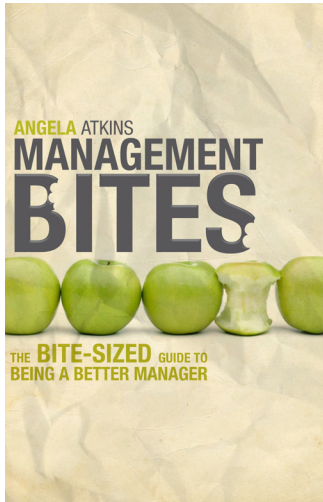


Management Bites Workshops



Management Bites workshops take between 1 and 3 hours and can be run for up to 12 participants. They are based on the bestselling book Management Bites by Angela Atkins, an easy to read guide on Management and employment law. Management Bites was released by HarperCollins in March 2009 and is available in all good bookshops.

The workshops can be run separately or combined into half or full days. They can also be used as an ongoing management programme over several months and ones marked with a * can be run for employees.

The workshops are extremely practical and focus on trying out real techniques to improve skills. They can also be combined with any of our employment law in a nutshell workshops (Holidays Act, Parental Leave, Employment Relations Act etc).

The workshops can be facilitated by one of our team or you can purchase the modules and run them in house yourself!

Management Foundations

This module works through:

- Leadership & management: the skills needed and the challenges to be faced.
- An overall assessment of the participants current skills & where they want to improve.
- A discussion of the specific management challenges faced by participants and ideas and suggestions for them to overcome these

Clever Communication*

- Understanding communication styles
- Influencing & Persuasion skills
- Negotiation: Techniques to negotiate with employees, customers or suppliers to get the best outcome

Decisive Decisions*

- Understanding of problem solving & decision making process & your barriers
- A simple tool to discover the root cause
- Ways to generate solutions & analyse which is the best for the situation
- Team Decision Making styles & when to use them: Dictator, Consulter, Democrat

Delicious Delegation

- Understanding the 3 types of employees or colleagues you need to delegate to
- How to have the appropriate delegation conversation with each type

Thumbs Up: Motivation & Reward

- Understanding your teams motivators (personality, generational & individual)
- How to praise, recognise and reward
- How to set challenging goals & get buy in

Managing Meetings*

- What your meeting meltdowns are
- Chairing a meeting, agenda setting, time keeping & managing difficult people
- Ideas for team meetings

Taming Time*

- Understanding what your time wasters are and how to minimise them
- Using your mission statement and prioritising grid to manage time

Thumbs Down

- Ways to give negative feedback that you feel comfortable with & achieve results
- How to put a performance plan in place to improve performance

Terrific Team Building

- The four different stages of a team
- Practical tools & techniques to put in place to take your team to the next level including Team Charters, Team Meetings, Team Ground rules and Team Workflows
- Belbin's model of high performing teams
- OPTIONAL: Team building tools: Try out some team building fun exercises

Managing Under Pressure*

- Understanding the four zones and indicators of which zone you are in
- Identifying why you feel 'stressed'
- Stress busters & coping with pressure

I'm Warning You

- Step by step guide to disciplinary meetings (either for performance or misconduct) and dismissal

Performance Reviews

- The principles of Performance Reviews
- What to do and say to get the best outcome for both parties
- Giving positive & negative feedback

Performance Coaching

- Understanding what type of coach you are and your strengths/weaknesses
- Building rapport with your coachee
- Listening & questioning techniques to develop your employee's skills

