

# Leadership & Management Courses



## Overview

**“Effective leadership is putting first things first. Effective management is discipline, carrying it out” - Stephen Covey, Leading author, entrepreneur and keynote speaker.**

Are you an aspiring junior manager? These short auto-marked programmes will give you the knowledge you need to understand the core skills needed to deal with management responsibilities and to develop as a leader.

# Leadership & Management Courses

## Available Courses

### **Solving problems and making decisions**

This course will enable you to solve problems and make decisions as required by a practising or potential first line manager

### **Planning and allocating work**

This course will enable you to develop knowledge and understanding of how to plan and allocate work as required by a practising or potential first line manager

### **Conflict management**

This course will allow you to develop knowledge and understanding of managing conflict and supporting individuals as required by a practising or potential first line manager

### **Stress management**

This course enables you to develop knowledge and understanding of managing stress in yourself and others as required by a practising or potential first line manager

### **Discipline in the workplace**

This course allows you to develop knowledge and understanding of discipline in the workplace as required by a practising or potential first line manager.

### **Performance Management**

This course allows you to develop knowledge and understanding in managing performance in the workplace as required by a practising or potential first line manager.

### **Organising and delegating**

This course will enable you to develop knowledge and understanding of organising and delegating in the workplace as required by a practising or potential first line manager.

### **Leading and motivating a team**

This course enables you to understand the need for teams to have a sense of vision and purpose that reflects the organisation's, and the role that effective communication, motivation and individual and team development play in enabling this to happen.

### **Understanding leadership**

This course will allow you to develop knowledge and understanding of leadership as required by a practising or potential first line manager

### **Induction of new staff**

This course will allow you to develop knowledge and understanding of induction as required by a practising or potential first line manager.

## Learning Method

Studying via distance learning means you can choose when and where you study.

This course is available:

 **Online**

These courses are available on The Skills Network's online learning platform, **EQUAL**.