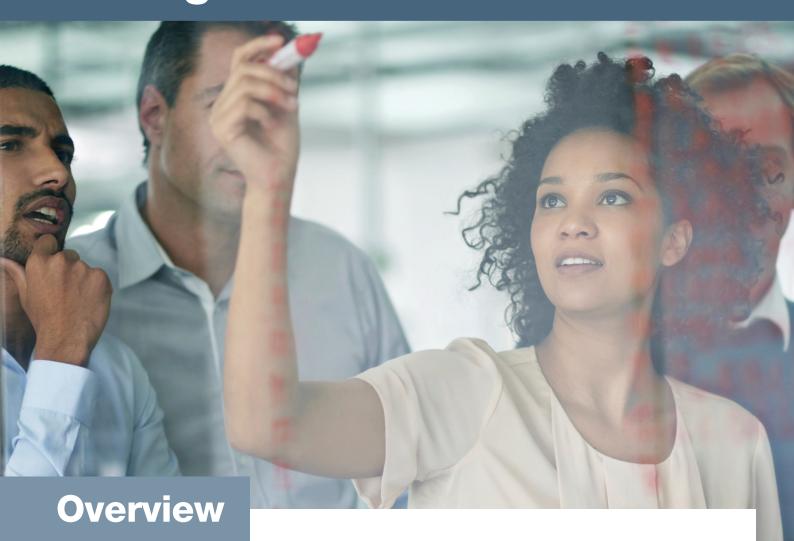




Leadership & **Management Courses**



"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.

_earning 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**.

















