



BRADFORD
UNIVERSITY
School of Management



manager's
 **toolkit**

Investing Today in the Leaders of Tomorrow



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Technological advances, dynamic markets, new forms of competition, globalisation, economic downturns and climate change bring with them challenging pressures and opportunities for managers who have the tools to capitalise on them. **Manager's Toolkit** gives you the means to utilise these new opportunities and overcome the associated challenges.

What is Manager's Toolkit?

Organizations today are faced with an ambiguous and challenging environment where their key competitive advantages are managers **confident** in their management skills.

Manager's Toolkit is a unique programme that combines functional, behavioural and people skills in a practical way ensuring managers fulfil their **leadership** potential. We encourage managers to challenge their thinking, update them on cutting edge management knowledge and facilitate networking and learning from peers in other sectors/industries.

Who are we?

Bradford University School of Management – THE NATURAL CHOICE FOR EXECUTIVE EDUCATION.

The UK's longest established university based business school, with over 40 years experience providing business education, we consistently rank as a top ten UK, top 20 European and top 55 global school.

Our academics are at the forefront of their disciplines with hands-on experience of solving real business issues with national and international organizations. Our tutors have substantial experience of developing leaders and managers at all levels and ensuring that the learning experience is lively, relevant and jargon-free. The tutors understand that people learn in different ways and offer flexible learning processes encompassing lectures, group work, videos, role plays, question and answer sessions, case studies and business simulations.

Who is it for?

- Experienced managers in the private, public and voluntary sectors.
- Specialist managers who would like a broader management outlook.
- Busy managers who do not have the time or inclination to commit to an accredited programme.
- Individuals who want to learn and apply practical management and people skills.

The Manager – How you benefit?

- Managers have the time and space for critical reflection.
- Managers have the opportunity to use their experience and intuition in a risk free setting.
- Managers benefit by networking with fellow managers from a wide range of sectors.
- Managers leave with greater self belief and self confidence.
- Managers are taken out of their comfort zone for creative and innovative thinking
- Opens up your career horizons with a wider management outlook
- New skills in different behavioural and functional areas.

The Organization – How you benefit?

- Build skills and confidence for well rounded managers.
- Practical modules maximize the learning impact and help embed knowledge in the organization.
- Choose the modules that work best for the individual and the organization.
- Creating more effective managers with greater self belief and self confidence.

Why is Manager's Toolkit different?

- Flexible Programme – with Manager's Toolkit you can choose to attend any combination of the eleven modules. The choice is yours and determined by business need. If all eleven modules are completed you will receive a certificate.
- All courses encourage practical application of content and skills learned. After each course managers can consolidate, relate and evaluate learning back in the workplace.
- Leadership – Functional learning on its own is not enough to be a good manager – interpersonal skills can be the crucial difference between a successful organization and one that fails. We will use your experience and develop your capabilities to bridge the gap between your personal development and effectiveness as a leader. Manager's Toolkit helps you build people who will build your business.

// Identify potential - Encourage development - Realise success. //

The best managers empower and inspire individuals for better performance.

Unleash your organization's hidden potential; support and encourage individuals to do what they do better. Inspire motivate and develop your most valuable asset – your people.

Who's it for?

Managers and directors wanting to deepen their coaching and mentoring skills. Those wanting to learn best-practice coaching to ensure their teams fulfill their potential.

What does this course cover?

Develop your understanding of effective coaching, mentoring and implementation in the workplace. Learn to facilitate the motivations, desires, skills and thought processes of individuals so that they can make real, lasting changes. Develop the performance, skills and potential of your staff.

- The critical steps in coaching
- The role of the successful mentor
- Coaching and mentoring as development tools
- Personality and learning styles
- Using influence to gain commitment
- Giving negative feedback effectively
- Problem solving and decision-making
- Turning goals and dreams into achievable objectives
- Mentoring diverse groups.

// A good coach will make his players see what they can become rather than what they are. // – Ara Parseghian

How will I benefit?

By the end of this course you will be able to:

- Identify where coaching and mentoring are most appropriate
- Appreciate the advantages and disadvantages of the different approaches
- Know how to be an insightful and creative coach rather than just a knowledgeable coach
- Understand how to respond to and enable change.
- Overcome barriers to effective implementation
- Define, record and evaluate progress and deliver feedback.

How will my business benefit?

- A more productive and fulfilled workforce
- Help to develop your people – the ultimate competitive advantage
- Low turnover of staff, hence reduced recruitment and HR costs
- An organization committed to success.

What makes this Toolkit course special?

- Practical and interactive sessions role playing real life scenarios
- An interactive course where you have the opportunity to practically improve your coaching skills
- The inspirational surroundings of the Heaton Mount Executive Education Centre to stimulate your creativity and give you new perspective.

- Fee= £635 – Includes all tuition, course materials, lunch and refreshments.
- Duration= 2 days
- Dates= 23 – 24 November 2010



Why is Manager's Toolkit different?

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- All courses encourage practical application of skills learned. After each course managers consolidate, relate and evaluate learning back into the workplace.
- Leadership - Functional learning on its own is not enough to be a good manager - interpersonal skills can be the crucial difference between a successful organization and one that fails. Manager's Toolkit helps you build people who will build your business.



Invest in YOUR leaders of tomorrow. Contact us today:

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