



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.

// Setting an example is not the main means of influencing another, it is the only means. //

– Albert Einstein

Discover and strengthen your personal influencing and negotiation styles.

Be cool when planning, delivering and closing negotiations. Learn the skills, confidence and self-awareness required to successfully influence others - internally and externally – to achieve lasting results.

Who's it for?

Managers and directors wanting to enhance their influencing and negotiation skills to communicate more effectively both inside and outside the organization. Also suitable for all managers involved in contract agreements.

What does this course cover?

The successful leader builds and maintains contacts within and outside the organization, challenges conventional thinking and introduces new perspectives. Influencing and negotiations have a lasting impact on organizational performance and culture. Yet, we tend to negotiate without preparation, resulting in poor outcomes and unworkable relationships. This course explores the need for effective influencing skills, considers influencing strategies and explores best practice negotiation practices.

- Mapping your preferred influencing style
- Identifying strengths and limitations
- Preferred behaviour characteristics
- The negotiating process, including buyer and seller strategies and planning for negotiation
- Negotiation phases, including recognition signals
- Making and controlling concessions
- Managing the finish/closing the deal.

How will I benefit?

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

- Support good communication within and across departments
- Map preferred influencing style and highlight individual strengths and weaknesses
- Fully appreciate the role of the successful influencer
- Understand the overall negotiation process
- Develop strategies to manage situations and personality types
- See negotiation from the “other side”
- Feel confident in a negotiation situation
- Develop a negotiation control strategy

How will my business benefit?

- More enthusiasm and motivation generated in those you influence in the workplace
- More confidence in handling internal and external negotiations
- Stronger, more capable managers.

What makes this Toolkit course special?

- The chance to test best practice through realistic simulations, review and test the latest thinking on strategic issues
- A participative and interactive course where you have the opportunity to role play business scenarios
- 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= 22 – 23 June 2010

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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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