



**BRADFORD**  
UNIVERSITY  
School of Management



manager's  
 **toolkit**

# Investing Today in the Leaders of Tomorrow



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Bradford University School of Management

[www.bradford.ac.uk/toolkit](http://www.bradford.ac.uk/toolkit)

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.

## // Delivering results on time and to budget. //

### Develop simple techniques to manage complex projects.

Learn to plan, organize, and manage resources effectively for the successful completion of specific projects. Utilise resources optimally to overcome the limitations of time and money.

#### Who's it for?

Managers and directors who want to develop their skills to manage complex projects. This course is suitable for those new to project management looking for best practice methodology and those who "informally" manage projects.

#### What does this course cover?

Successful managers need to be able to understand their client needs and supplier competencies to manage projects effectively. Managers need to ensure that what is planned is achieved and that there are appropriate contingency measures in place should the unexpected happen.

- Setting SMART objectives and project scoping
- Roles, tasks and responsibilities
- Planning, milestones and control of projects
- Risk management in implementing projects
- Managing projects using Gant and Flow Charts.
- Closing the project.

*// Do not repeat the tactics which have gained you one victory, but let your methods be regulated by the infinite variety of circumstances.*

*// – Sun Tzu*

#### How will I benefit?

- Understanding of the concept of Project Management
- Learn how to manage and monitor a project within the constraints of a project plan
- Skills to manage change and conflict which can disrupt the project schedule
- Understanding risks inherent in projects including cost management

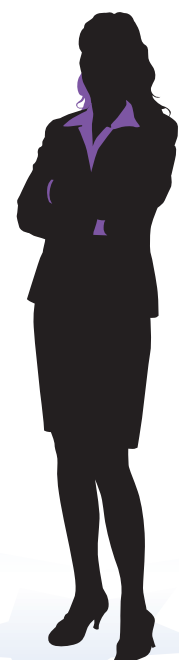
#### How will my business benefit?

- Better project management which results in less cost and completion before deadline
- Higher customer satisfaction levels and customer retention.
- An effective project management culture where individuals strive to complete projects and are not playing "Catch up".
- A reputation for delivering on promises.

#### What makes this Toolkit course special?

- A participative and interactive course where you have the opportunity to review live cases from industry
- Apply learning and gain confidence by working through a real project
- 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= 14 – 15 December 2010



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**Invest in YOUR leaders of tomorrow. Contact us today:**

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