



BRADFORD
UNIVERSITY
School of Management



manager's
 **toolkit**

Investing Today in the Leaders of Tomorrow



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Bradford University School of Management

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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.

// Lasting improvements in your personal and managerial styles. //

Plan and manage your future.

Take control, gain awareness of your preferred work style, utilise management skills to work towards achieving goals, use your self-knowledge for profitable interactions.

Who's it for?

All managers and directors wanting to better manage themselves so that they have more time, better relationships and less stress. Managing yourself effectively will also lead to better management of others, better management of projects and better management of your own future development.

What does this course cover?

This course helps you to understand your preferences/strengths as a manager and how they affect the people you work with. You will consider your management style and how this can be broadened to deal with different people and varied situations; develop a personal profile and structured self-development plan; understand the importance of teams, both as a member and a leader.

- Personality, team and learning style profiles
- Leading teams
- Presentation skills
- Review and learning cycles
- Personal profiling and developmental learning guide
- Introduction to coaching as a management style

How will I benefit?

By the end of this course you will:

- Have a clear idea of your personal strengths and how to build on these
- Know how to utilize goal setting techniques
- Understand time management techniques to regain lost hours
- Be able to get the best performance out of your teams
- Plan and deliver confident business presentations
- Learn how to coach an individual and a team

How will my organization benefit?

- By developing effective and efficient managers who take responsibility for their own development
- Through more effective teams who drive for results
- Better management of time and resources
- Managers who can manage themselves and develop a happier and more productive workforce.

What makes this Toolkit course special?

- A participative and interactive course where you have the opportunity to role play real life scenarios
- The chance to reflect on your management style and present an honest analysis of your strong and weak points.
- 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= 19 – 20 January 2010

// The worst ruler is one who cannot rule himself. //
– Cato the Elder

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Invest in YOUR leaders of tomorrow. Contact us today:

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