



BRADFORD
UNIVERSITY
School of Management



manager's
 **toolkit**

Investing Today in the Leaders of Tomorrow



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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.

// Inspire. Motivate. Energise. Lead. //

Tools to lead YOUR team and YOUR organization to success.

Effective teams improve organizational performance through high levels of quality, consistency and output. Effective managers manage others with confidence, credibility and certainty. Learn how to motivate, encourage and get the most from your team.

Who's it for?

All managers and directors who lead others, whether organizationally or through a department and want guidance on how to improve their own and their team's performance.

What does this course cover?

Teamwork can considerably improve organizational performance. Organizations with effective teams boast some of the highest levels of quality, consistency and output. This course helps you to build and lead high-performing teams, and so gain the most from your workforce.

- Tools and techniques for high-performing teams
- Team and leadership styles
- The role of the successful team leader
- Setting and communicating direction
- Problem situations and managing difficult people
- Positive team working and participation
- Enabling change

// Management is doing things right; leadership is doing the right things. //

– Peter F. Drucker

How will I benefit?

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

- Understand the roles people play within the team
- Build a supportive and effective cross functional team of colleagues, with strong interpersonal links between team members
- Tailor your leadership style to the situation and group
- Stimulate effective communication within and across departments
- Balance commercial capabilities with exceptional people skills.

How will my business benefit?

- Out-perform the competition through developing a talented and committed workforce
- Understand how to build effective teams
- Develop a coherent vision that all staff understand and work towards
- Develop a winning team culture, essential in today's challenging times.

What makes this Toolkit course special?

- A participative and interactive course where you have the opportunity to explore key management issues with tutors and fellow delegates
- The opportunity to match your management style with best practice techniques
- 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= 24 – 25 March 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:

Executive Education
University of Bradford School of Management
Heaton Mount
Keighley Road
Bradford BD9 4JU

Tel: **+44 (0)1274 236679**
Email: **execed@bradford.ac.uk**
Web: **www.bradford.ac.uk/execed**