

manager fundamentals

The comprehensive programme



Building confidence & expertise for managers through expert led video topics, self directed workbook learning & 1:1 Executive Coaching



Trainer: Louise Hedges

Coach: Becca Pratt



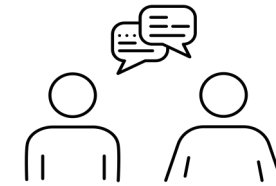
6 expert led topic videos

Each session introduces a new topic, covering the essential ideas behind good management



6 learning workbooks

The workbooks are designed to reinforce and practice the ideas introduced in the video, as well as further your thinking



6 executive coaching sessions

Once the idea has been introduced and practiced, each topic is followed by a 1hr executive coaching session, helping you embed the ideas in real life scenarios, as well as having a safe space to work through your current management issues.



1 What is management?	2 Colleague to manager	3 Managing the work	4 Managing the people	5 Delegation	6 Coaching your team
Using proven models to lead projects, processes & people	Navigating the transition in a way that works for everyone	Systems & processes that help work get done right first time	How to adapt to the situation & person to get great results	Getting work done through others brilliantly	The fastest way to build their skills & confidence

the coaching process

- ✓ 6x 1hr 1:1 Executive Coaching sessions (one after each topic)
- ✓ Strengths based approach
- ✓ Confidential & impartial coaching
- ✓ Work through real leadership roadblocks
- ✓ Practical and personalised support

We start with an introduction to the programme, it's structure and how it works, with a video and workbook to discover more about your style of management ahead of our first topic/coaching session.

In our first topic video, 'What is Management?', we introduce proven models that demonstrate a formula and create a cadence of management. The workbook exercises develop individual management skills - together this develops your personal playbook of management including how to evaluate your team.



what is management?

Introduction & topic one

colleague to manager

Topic two

managing the people & managing the work

Topic three & four

delegation

Topic five

coaching your team

Topic six

In topic two we discuss the shift from team member to manager, which can often be challenging or difficult to navigate either with a new team or the same team you were once a member of.

With a change in role can come a necessary shift in team dynamics, from trusted peer to manager, or team player to team leader. We go through reframing these changes to make them natural and positive rather than awkward, confusing or overwhelming.

Great team dynamics can be achieved in any team situation to set you and the team up for success.



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Topic six

We break down the focus of management into two categories: the people and the work. In our 'Managing the Work' session, we cover the importance of good systems & processes, and how to implement or champion them to get work done right first time while keeping everyone in the loop & fully engaged.

Our 'Managing the People' topic discusses what good people management looks like, how to adapt your style to suit you, the situation and the person you're managing to get great results. This is based in 'Situational Leadership'.

Across these two topics, we break down the steps, techniques and checklists any good manager needs in order to balance management of the work and the people.



what is management?

Introduction & topic one

colleague to manager

Topic two

**managing the people
& managing the work**

Topic three & four

delegation

Topic five

coaching your team

Topic six

Good delegation is the clearest differentiator between team member and team leader, and knowing how to do it isn't as easy as it seems.

We break down what good delegation looks like, what bad delegation looks like, how important it is to good team development and how you can do it effectively in a way that suits your management style while growing your team members skills, confidence and results.



what is management?

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colleague to manager

Topic two

managing the people & managing the work

Topic three & four

delegation

Topic five

coaching your team

Topic six

Coaching is one of the fastest ways a manager can grow team members. In this topic we focus on the key skills needed to make everyday conversations coaching opportunities.

This includes; level 3 listening, powerful questions & clean language skills. As you will have experienced your own "personal coach" throughout the programme this helps you grow this powerful management skill too.



what is management?

Introduction & topic one

colleague to manager

Topic two

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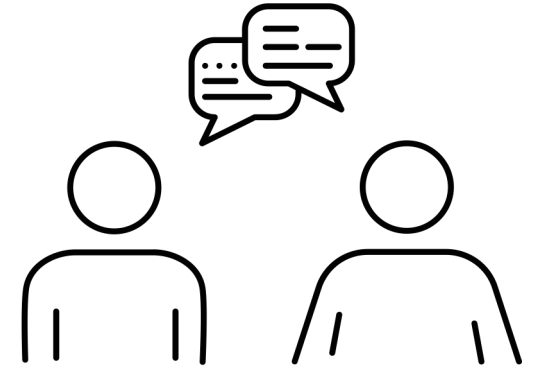
Topic five

coaching your team

Topic six

your executive coaching

Each topic is followed up with a 1 hour 1-2-1 Executive Coaching session, giving you space to explore and embed the ideas from the video and workbook, as well as an opportunity to work through real-time management issues or planning with your coach.



investment & application

Each participant receives 6 expert led video lessons, 6 digital workbooks and 6 executive coaching sessions, as well as a chemistry/goal meeting with the participant, their manager, our expert trainer Louise and our Executive Coach Becca at the start of the course to discuss and align on what their desired outcomes for the course are.

Investment is £1000+VAT per participant

To book a place on the course for you or your team member, please email louise@pipdevelopment.co