

## ONE DAY WORKSHOPS IN EFFECTIVE MANAGEMENT

IMPROVE STAFF AND COMPANY PERFORMANCE

HIGH IMPACT ACCREDITED TRAINING

Cornwall Manufacturing Group working with Truro & Penwith College are presenting a program of 5 One Day Workshops.

This program of learning is eligible for funding support subject to learner/organisation qualifying criteria.

The workshops are targeted to deliver L3 learning for supervisor, Team leader or Operational Managers who need the underpinning knowledge and skills to progress in their management role and enhance their effectiveness in how they manage their teams and operational projects.

The workshops will be delivered over an eight week, period from October through to December 2014 at a business venue that provides easy access for all attendees.

Dates are:

Thursday 9 October  
Friday 24 October  
Monday 10 November  
Friday 28 November  
Friday 12 December

*(All times are 9.00 am to 4.30 pm)*

### Day 1: Workplace Projects

Aim: To enable the practicing and potential first line manager to manage workplace projects. 2 credits

### Day 2. Workplace Communication

Aim: To develop an understanding of communication as required by a practising or potential team or cell leader. 1 credit

### Day 3. Solving Problems

Aim: Solve problems and make decisions as required by a practising or potential first line manager. 2 credits

### Day 4. Briefing the work team -

Aim: To develop an understanding of briefing the team as required by a practising or potential team or cell leader. 1 credit

### Day 5. Leading & motivating

Aim: Explain the importance of the team having a common sense of purpose that supports the overall vision and strategy of the organisation. 2 Credits

### Additional Workshops available covering:

- Maintaining a Healthy & Safe Working Environment
- Managing Equality and Diversity in own area
- Understanding Sustainability & Environmental issues in your organisation

For further information and booking details contact:

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