

GALLERY
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GOI ACADEMY

LEADERSHIP &

MANAGEMENT

TRAINING

LEADERSHIP & MANAGEMENT TRAINING

TRAINING

MANAGEMENT TRAINING

Most managers are promoted from within with little if any actual management training and are expected to learn on the job.

This is not an effective way to learn and can undermine a manager before they have even started. Even experienced managers can benefit from refresher courses to ensure they are up to date with current business practices. Each section is accompanied with practical exercises and training guide for continued learning and development.

Defining your inner manager

What kind of manager are you and how will that affect your team as individuals and together?

- Management style
- Department tone
- Personnel knowledge
- Responsibilities

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Performance

Learn how to set motivational and achievable objectives, measure them and assess the results.

- Setting goals
- Motivation
- Effective goals
- Assessing performance
- Effective critique
- Effective praise

Humanities

The most important part of the word management is the MAN part, we are all human so learning techniques on how to deliver the hard news correctly can simplify transition.

- Stress management self/others
- Reporting up/down
- We need to talk
- Emotion
- Wellness
- Mindfulness

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LEADERSHIP TRAINING

This is a unique course for anyone who has just stepped up to a position of responsibility within a team structure or is looking to learn new leadership techniques and methods. A leader is not always the best performer; moreover they are the person that brings out the best in others whilst directing the path of the team's combined effort. In this course you will cover:

Who are you?

Before leading others you must ascertain what kind of leader you are, what type of leader you want to be and what skills you possess to help you achieve this.

- Identifying your strengths
- Learning leadership types
- How to be a role model
- Infectious positivity
- Trust

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Teamwork Development

Being able to identify skills in others, delegate, motivate and moderate are all essential skills you will need to create a cohesive team structure.

Team building
Communication, Teamwork vocabulary (key words)
Definition of role
Organisation
Collaboration
Listening
Trust

Team Motivation

A motivated team can achieve more than a whole department, It is essential to understand what motivates individuals to enable success.

Communication, Motivation, vocabulary (key words)
Personal Responsibility
Recognition
Reward
Feedback

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