

# Self Development for Managers

**Duration:** 1 Day

By the end of this Self Development for Managers training course, your participants will be able to:

- Describe the philosophy of self-development
- Describe the skills, qualities, and functions of managers
- Assess your self-development needs
- Recognise how to develop key skills and qualities
- Set goals and create a self-development plan

**Intended for:** Self-development is about investing in yourself; building your skills, knowledge, and experience. It encourages you to be proactive, set yourself objectives, and commit to pursuing those objectives. This course is suitable for managers that wish to continuously develop their skills and improve their abilities as a manager.

## **Course Content:**

**The Philosophy of Self-Development** – Understanding the philosophy of self-development and the importance of seeing it as an opportunity for continuous development.

**Skills for Successful Management** – Exploring the key skills that successful managers possess. Identifying what managers actually do and the main functions of their role and then breaking this down into key tasks and the knowledge and skills that must be developed to be able to meet these tasks.

**Assessing Your Self-Development Needs** – Establishing where they are and where they want to be. Using a series of tools to identify areas for self-development. Includes practice and review.

**Expanding Your Knowledge** – Reviewing the difference between organisational knowledge and professional knowledge and the four sub-categories of each (Tacit, Explicit, Generalist, Specialist). Exploring ways of expanding this knowledge.

**Learning from Others** – Identifying key people that can help support participants with their learning.

**Decision Making** – One of the most important skills of a manager, this session helps provide participants with a process for decision making that they can apply to their personal requirements.

**Power Sources** – Identifying the different power sources within the business and how this impacts them personally.

**Emotional Awareness** – Practicing being more aware of personal feelings and those of others. Putting the participants in a stronger position to build interpersonal relationships.

**Giving and Receiving Feedback** – Good feedback skills will help managers do their job more effectively. Exploring a common approach to giving feedback – the SBI Model. This stands for Situation, Behaviour, Impact.

**Business Models** – Reviewing a series of common business models used to develop personal skills and those of our employees.

**Setting Goals for Development** – Creating areas for personal development and setting clear goals for self-improvement towards them.

**Summary and Action Planning** – Reinforcing the learning by creating actions for the workplace and further development.