

# Management Development

REED  
LEARNING

DEVELOP THE TOOLS TO LEAD YOU, YOUR TEAM  
AND YOUR ORGANISATION TO LASTING SUCCESS.



## WHO IS IT FOR?

- Managers
- Directors of Business
- Experienced managers who are looking to develop Leadership skills

## WHAT WILL YOU GET OUT OF IT?

- Understanding your roles and requirements needed.
- Skills to be motivated and motivate people around you.

Book now

- 📞 +356 21322314/5
- ✉️ [INFO.MALTA@REEDGLOBAL.COM](mailto:INFO.MALTA@REEDGLOBAL.COM)
- 🌐 [WWW.REEDLEARNING.COM.MT](http://WWW.REEDLEARNING.COM.MT)

What's more...

CMI accredited



Endorsed by the ILM



Law Society accredited



# Management Development

## INTRODUCTION TO MANAGEMENT

Master the five key areas of modern management:

Communication – goal setting – effective time management  
– performance management – motivating your team



### WHO IS IT FOR?

- Managers and directors of businesses looking for tips.
- Those with management responsibility wishing to explore new ways of handling and understanding interpersonal relationships and the motivation of others.
- Experienced managers who are looking to develop the leadership skills to excel in their current roles and progress towards greater responsibility.
- Managers who consider one or more members of their team to be 'difficult', and HR professionals who are looking to learn best practice in this area.
- Newly promoted managers from all disciplines and backgrounds, especially those who are Managers with limited experience who wish to reaffirm what they are doing well and develop new skills to manage their team more effectively.

### WHAT WILL I GET OUT OF IT?

- A clear understanding of your role and requirements.
- The ability to inspire confidence in your leadership.
- An assessment of your managerial style and the knowledge to adapt this as appropriate.
- The skills to put motivational theories into practice to improve team performance.
- A structured framework for feedback and delegation.
- The skills to recognise the strengths of your team and use these to the team's advantage.
- A blended learning experience to improve retention and assist the transfer of learning outcomes back in the workplace

### WHAT IS IT ABOUT?

- Driving the performance of individuals and teams is a big responsibility. While the team must work together to achieve objectives, it is important to also recognise the needs of the individuals within it. This course will give new managers reassurance that they are on the right track and have a clear strategy for future development.
- This will look at the core components of your business's financial operation and examine ways to prevent profits in difficult times. With an emphasis on real-life experiences, delegates will learn how to manage the implications of reduced availability of credit, the true cost of capital and steps that can be taken to improve the company's cash flow.
- This will help you get to grips with marketing terminology and theory.

### SOME OF OUR COURSES AVAILABLE.

Advanced courses:

Recession Proofing - Managing in a downturn, Advanced Negotiation Skills for Senior Managers, Alpine Leadership Challenge, Change Management, Leading Innovation, Learning to Love Change, Liberating Leadership - Residential, Managing with Emotional Intelligence, Strategic Commercial Awareness.

Intermediate courses:

**Balancing the Pressure of Work and Life, Communication Skills for Managers, Developing Team Performance, Management Excellence, Managing Difficult People, Regional and Remote Management.**

## INTRODUCTORY COURSES :



# Courses Programme

Courses dates and time can be found on our website. Course notes are always included.

Some of our courses available are listed below. Other courses information can be viewed through our website.



**TO DISCUSS  
WHETHER  
THIS COURSE IS  
RIGHT FOR YOU,  
CALL OUR CUSTOMER  
SERVICE TEAM ON  
+356 21322314/5**

## The Alpine Leadership Challenge

This five-day programme is designed to nurture your leadership skills in a non classroom-based setting, enhancing the abilities of individual and team in awe-inspiring Alpine terrain. Every day the challenges rise and you will need to co-operate in a stronger way to solve the tasks. Every delegate will get at least one opportunity to lead the team and earn worthy feedback as a leader. The fifth day is reserved for transferring the learning into daily life. The mountainous environment will take you out of your comfort zone and expose you to testing situations, leadership challenges and practical problems. On the last day everyone climbs back into the plane with a backpack full of insights, learning, commitment and unforgettable experiences.

### Managing Difficult People

- Learn management strategy to get the best from those who:
- Understand what can trigger difficult behaviour
- Identify different types of personalities and plan strategies for dealing with individuals
- Be aware of communication barriers and learn how to handle emotion
- Achieve effective results through continual performance management
- Understand the legal issues surrounding performance management for difficult people
- Be aware of ulterior motives for conflict
- Know when to involve HR
- Uncover inspirational approaches to managing difficult people and situations

### Motivational Techniques

- Recognise the signs of de-motivation
- Realise what de-motivates people
- Spot signs of de-motivation
- Handle de-motivated individuals effectively
- Be a motivator
- Learn theories of motivation
- Identify individual needs
- Implement six best practice principles
- Use different leadership styles
- Apply different styles depending on the task, the team and the individual
- Acquire tools and techniques for decisive leadership
- Handle 'difficult' behaviour effectively

### People and Team Management

#### Stage 1 - the Course

- The Management Role
- Team Dynamics
- Managing Team Performance
- Managing and Developing Individuals

#### Stage 2 - MP3 Learning

- Add to your knowledge and make the most of your 'dead-time' with our exclusive personal development trainings on MP3, free with this course:  
Chapter 1: Inspiring your team  
Chapter 2: Getting the best  
Chapter 3: Appraising your staff



Course title

Management Development

Duration & cost

Courses are held at out offices Ta' Xbiex

Code

Download bite size MP3 training when you book this course.



Dull but important – This is your personal code, please quote it when booking

Management

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Call us to book your place on  
**+356 21322314/5** Book online at  
**www.reedlearning.com.mt**

#### FOUR MORE GREAT REASONS TO ATTEND OUR MANAGEMENT DEVELOPMENT COURSE

- 1. NO OTHER MANAGEMENT COURSE OFFERS YOU SO MUCH THEORY AND PRACTICAL ADVICE IN TWO DAYS**
- 2. THIS IS THE MALTA'S TOP SELLING PROGRAMME FOR NEW MANAGERS**
- 3. ALL DELEGATES WILL GET E-LEARNING FOLLOW-UPS TO SUPPORT THEIR LEARNING**
- 4. THIS COURSE COMES WITH DOWNLOADABLE MP3 LEARNING MODULES**

#### SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at [www.reedlearning.com.mt](http://www.reedlearning.com.mt) Alternatively, our customer services team are waiting to speak to you on **+356 21322314/5** If you prefer, email any questions to [info.malta@reedglobal.com](mailto:info.malta@reedglobal.com) Call us today to book your place on this course.

Course title Management Development

Duration & cost

Courses are held at out offices Ta' Xbiex

Code

Download bite size MP3 training when you book this course.



#### WHY CHOOSE REED LEARNING?

**We are the Malta's leading business training company – with many more business, management and personal development programmes than any of our competitors**

**Reliable** Many of our delegates would recommend us to a friend or colleague.

**Professional** Courses are given by experienced and qualified persons.

**Friendly** The most generous loyalty discounts in the industry, and you can attend your course again..

**Visit our website [www.reedlearning.com.mt](http://www.reedlearning.com.mt)** for details of other courses like Introduction to Management, including:

- Introduction to supervision & team leadership
- People & team management
- Essentials of management
- The five-day management programme

#### FREQUENTLY ASKED QUESTIONS

**Q Where will my course be held?**

**A** All courses are held in our offices at Ta' Xbiex.



BOOK NOW +356 21322314/5 OR EMAIL [INFO.MALTA@REEDGLOBAL.COM](mailto:INFO.MALTA@REEDGLOBAL.COM) OR VISIT [WWW.REEDLEARNING.COM.MT](http://WWW.REEDLEARNING.COM.MT)