



Communications for Managers

Do your staff understand what you want from them?

Managers and leaders are severely handicapped if they lack the ability to communicate their wishes effectively. Using a range well tested communication strategies you will soon learn how to get your message across whilst maintaining motivation and commitment. As with all our training programmes the approach is positive and inspirational to help you to get the best from your people.

Recruitment interviewing

A shortage of candidates with the right skills, talents and abilities has created a fiercely competitive recruitment market. This is widely seen as one of the key problems facing organisations. The success of an organisation depends upon having the right people; therefore, adopting an integrated recruitment and selection strategy is important. This workshop will provide participants with practical guidance on preparing for and conducting interviews, in addition to covering other vital areas necessary for effective and efficient recruitment and selection.

Appraisal and performance review

When it comes to performance reviews and appraisals, even the most confident and competent manager can become nervous and question their own judgment and ability. Managers can lose sight of the purpose of a performance review, lose control of the conversation and avoid the issues that may need to be addressed. This workshop provides a three stage process for giving an effective appraisal or review which will leave the staff member confident and motivated.

Leading the team

Managing a team can be a daunting task with a diversity of personalities and levels of ability. To lead in today's fast changing world a manager needs to demonstrate two key skills. One is to be self aware in order to lead one-self. The other is to communicate to achieve high performance working relationships with the team. The workshop will help managers to communicate more effectively using active and well tested communication strategies.

Giving difficult feedback

The purpose of giving feedback is to improve performance in the future. It is recognised that feedback directs behaviour and motivates performance at work - no matter how effective your staff are they can always get better. Giving constructive feedback is an essential skill for any manager. This workshop will give you the skills to deliver feedback in a number of situations from positive feedback to handling poor performance.

Meeting skills

Meetings are an important part of organisational communications, consultation, debate and above all decision making. However many meetings waste precious time and that means ultimately they waste money too. This workshop addresses all the issues which can arise in meetings. It is suitable for everyone who attends a meeting whether they are chairing the meeting, recording the decisions or simply contributing to the meeting.

Delegation skills

For a manager, effective delegation is a vital if they are to manage their work load and maintain motivation in the team. Delegating frees up your time to take on new challenges and enables you to develop the skills and responsibilities of your team.

Please contact us to discuss your requirements 01793 790331 or email us at communicate@quicklearn.biz to arrange a call or meeting.