

# LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAMME

## Managing a Smarter Business



Recognised through HJC Associates Ltd by The Institute of Leadership and Management in the UK as



Managing a Smarter Business

**HJC**  
associates

Tel +44 116 367 4858

[www.hjcassociates.co.uk](http://www.hjcassociates.co.uk)

## **Aims and objectives of the programme**

This certified programme aims to give business people a management base for developing their business.

This could be for those starting up their own business, for those wishing to grow their existing business or those within larger corporations who wish to impact on their organisations' future.

The areas covered in the programme are key management areas which, by applying some excellent tools and techniques, will increase personal and management effectiveness. Delegates will gain understanding of key tools, techniques and best practice to enable them to manage their teams, themselves and their projects.

This interactive and intensive workshop will include trainer-led presentations, group and individual activities and facilitated discussions, and will give practical insight into leading organisations through change for innovation and success.

They will also be encouraged to reflect and self-assess their own performance and plan for their own further development.

**All participants will leave the course with a plan for their own further development as an excellent manager and leader**

## **Who should attend**

As management excellence is vital in all environments, managers and directors in any type or size of organisations should attend.

Course delegates may include administration, customer service, support services and operations, HR, facilities, finance, procurement, supply chain, sales and marketing – managers in any discipline – who want to develop their own effectiveness for the benefit of their employer or to enable them to start or grow their own business.

## **Course Duration**

This course lasts three days and will include time for reflection, individual work, group work and time for delegates own development planning.

**Your programme is accredited by the Institute of Leadership and Management in the United Kingdom and you will receive an ILM certificate at the end of your three day course.**

## **The Institute of Leadership and Management**

([www.i-l-m.com](http://www.i-l-m.com))

The Institute of Leadership & Management (ILM) is the UK's largest management body, combining industry-leading qualifications and specialist member services. With the UK's widest range of leadership and management qualifications, accredited training and membership services, we are here to help organisations improve productivity, motivation, decision-making and morale.

Over 750,000 managers have benefited from an ILM qualification or accredited training programme in the past ten years, while 35,000 managers are now members of ILM. Together with our ongoing research programme, this community of expertise gives us a valuable insight into how good leadership and management works in practice – and how we can help individuals and organisations to improve.

## **Programme Learning Objectives**

### **Programme Outline**

#### **Non-Financial Business Planning**

- Why should I produce a business plan?
- The Vision, Mission and Strategic aims of my business
- What does success look like for you?
- Keep it simple, stupid (KISS)
- What are the risks and what can I do about them?
- Who should read the business plan? Now what?

#### **People Management and Delegation**

- Setting of aims and objectives for staff
- Motivation and inspiration
- Effective Communication
- Delegating
- Feedback

#### **Planning and Time Management**

- Finding the time to plan and manage my time!
- What is important and what is urgent – and letting go of what is not
- Tools and techniques for planning and decision making
- Effective communication

#### **Planning for Change and Growth**

- Brainstorming and decision making
- The marketing mix
- Market research
- Strategic aims and objectives – what does success look like?

#### **Solving Problems in your business**

- What exactly is the problem?
- Brainstorming – what are my options and success criteria?
- The setting of goals, aims and objectives
- Tools and techniques for problem solving
- Action planning and team meetings

### **ILM membership**

Every learner registered on any type of ILM programme is automatically entitled to six months Learner Membership with ILM which brings a terrific range of benefits:

- A wide range of expert management development tools and resources, including 400 digital learning resources covering essential Leadership and Management topics
- *Edge* online, ILM's no-nonsense management magazine, packed with practical tips

## Course Leader – Helen Chambers FInstLM MILT



Helen Chambers has over 25 years' experience in training. After a period in Further Education in the UK developing and delivering work-based vocational training, she set up her own training and consultancy business in 2004 focusing on leadership and management development, business coaching and strategy.

Helen is a Fellow of The Institute of Leadership and Management, and a Member of the Chartered Institute of Logistics and Transport. She holds qualifications in strategic management, training and development, executive coaching and leadership mentoring.

A licensed Myers Briggs Type Indicator® practitioner, Helen is also accredited as a Stress Management Consultant. She works with a wide variety of clients, including public, private and non-for-profit, national and international and is a Board member of numerous charities.

Her focus is on practical and realistic solutions that enable change and continuous improvement through reflection. Technical skills combine with a focus on behavioural and attitudinal understanding and change to challenge and focus thinking to improve individual and organisational performance.

### Testimonials for this trainer

*'Excellent competent trainer, clearly highly experienced in both theory and in business'*

*'The course content and training is excellent. It has many exercises designed to help participants gather a first hand idea (practical) on the various topics which will help absorb the learning points. I think this course is a must for all line managers'*

*'It is an excellent course for someone who aspires to be a great manager and an inspiring leader'*

*'The trainer is excellent, my thanks to her'*

*'Excellent course, Helen presents and relates well, helpful and fun'*

*'Very engaging and inclusive, excellent delivery, content relevant'*

*'Very good, made me more aware of myself and companies progression'*

*'Great course and very informative for managers'*

### Prices on application

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