

Managing for Efficiency & Effectiveness

A 2-day workshop designed to equip leaders and managers with the tools to manage both more efficiently and more effectively. In addition to relevant theory, this is a highly practical course, tailored for participants to be able to apply their experience of the organisations in which they currently work. It will stimulate thinking and encourage delegates to identify practical changes and improvements that can be applied immediately in their current roles.

As with all our development, the return on investment significantly increases when it is supported by coaching. The programme, therefore, includes a 1:1 coaching session for all participants, within a 4-week period following the learning. A minimum of 3 months coaching after the completion of the programme is also recommended, both to embed the learning and ensure lasting improvements are achieved.

Workshop topics will include:

- Understanding the difference between managerial efficiency and effectiveness
- Starting with Why – Setting the Organisation's Vision, Mission and Values
- Setting appropriate priorities
- Setting aligned strategic goals and operational objectives
- Communication skills
- Understanding SMART objectives and feedback loops
- Understanding delegation and empowerment
- Understanding negotiation and sources of power
- Developing relevant KPIs and control mechanisms
- Situational management and leadership styles
- Emotional Intelligence
- Evaluation and reflection of own ability to manage efficiently and effectively
- Development of practical strategies to drive improvement

Pre-reading will be provided so delegates can make the most of their time on the course and a handbook containing slides, in-depth notes and practical resources is also included.



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