

# leadership & people management bootcamp

Are you promoting excellent performers into management roles without formal training? Do you want to equip your managers with the skills they need to excel and lead successful teams?

## OUR LEADERSHIP & PEOPLE MANAGEMENT BOOTCAMP CAN HELP!

### why choose zenith training?

#### expert-led training

- \* Our experienced trainers are passionate about leadership success and dedicated to helping your team reach their full potential.

#### customisable curriculum

- \* We tailor the bootcamp to your specific needs and industry, ensuring your team learns the most relevant skills.

#### proven results

- \* Our proven quality and practical exercises have helped team leaders and managers excel in their roles.

**DISCOVER, LEARN  
AND INSPIRE!!**

*Talk to us!* Let's discuss how our leadership and people management bootcamp can transform your team leaders. We offer flexible scheduling and on-site delivery options to fit your needs.

### WHAT DOES THE WORKSHOP COVER?

Our Leadership and People Management Bootcamps are designed to ensure learners gain knowledge about the multiple facets of people management and how they could benefit your business.

### TOPICS COVERED INCLUDE...

#### *Human Resources and People Management*

- HR Functions within Management
- Performance Management
- Team Leadership
- Diversity and Inclusion
- Communication and Relationships

#### *Personal and Professional Development*

- Personal Effectiveness
- Change Management
- Coaching

### BENEFITS

- Increased Productivity
- Reduced Staff Turnover
- Improved Employee Morale
- Enhanced Communication and Conflict Resolution Skills
- Stronger Employer Brand

## Skills Bootcamp Leadership & People Management Course Overview

Leadership training is ideal for those who have just stepped up to a new position, and for more experienced managers who want to continue to develop their skills including assertive communication, motivation methods, and coaching.

Sessions are interactive, and draw on personal examples of managing people, we can embed your processes and procedures to make the learning bespoke to your organisation.

SESSION	CONTENT
1	Human resource functions within a manager's role <ul style="list-style-type: none"> <li>• Effective absence management</li> <li>• Return to work processes.</li> <li>• Grievance and discipline handling when managing people</li> </ul>
2	Managing performance <ul style="list-style-type: none"> <li>• Objective setting</li> <li>• Performance monitoring and appraisal</li> </ul>
3	Managing Performance cont. <ul style="list-style-type: none"> <li>• Setting SMART objectives</li> <li>• Effective performance reviews</li> <li>• Importance of following organisational procedures</li> <li>• Giving feedback on performance</li> </ul>
4	Leading a team <ul style="list-style-type: none"> <li>• Leadership styles, characteristics, and impact</li> <li>• Appropriate leadership styles according to the work situation</li> </ul>
5	Diversity and inclusion awareness <ul style="list-style-type: none"> <li>• Definition and distinction</li> <li>• Creating an inclusive working environment</li> <li>• Benefits of an inclusive working environment</li> </ul>
6	Communication and relationship management <ul style="list-style-type: none"> <li>• Communicating effectively</li> <li>• Challenging conversations</li> <li>• Emotional Intelligence</li> </ul>
7	Managing a team <ul style="list-style-type: none"> <li>• Motivation theories and models</li> <li>• Recognition and reward</li> <li>• Theories and models of team building and development</li> </ul>
8	Personal effectiveness <ul style="list-style-type: none"> <li>• Demonstrating good work ethics in a management role</li> <li>• Accountability of a Manager</li> <li>• Develop personal adaptability and resilience</li> <li>• Effective self-management</li> </ul>
9	Personal Effectiveness cont.: <ul style="list-style-type: none"> <li>• Identify own learning and development needs</li> <li>• Personal development activities</li> <li>• Personal Development Plans</li> </ul>
10	Managing change <ul style="list-style-type: none"> <li>• Leadership and change</li> <li>• Managing change effectively</li> <li>• Leading and supporting a team through change</li> <li>• Managing risks associated with change</li> </ul>
11	Coaching <ul style="list-style-type: none"> <li>• Coaching to develop individuals</li> <li>• Coaching models</li> <li>• Planning and delivering coaching sessions</li> <li>• Reviewing outcomes</li> </ul>