MANAGEMENT FOCUS TRAINING PROGRAM

OVERVIEW

FMI’s Management Focus Program brings the opportunity to enhance essential practical people leadership skills for a team of managers who may be too busy to take extended time off work.

The program consists of up to 24 short sessions between 60 minutes to 90 minutes. Delivered in the workplace monthly either early in the morning or at lunchtime, the sessions allow managers to interact and discuss key issues and skills that affect their management practice and identify how to improve them. The program is facilitated by an experienced facilitator who has practical management experience.

The program can be tailored in content and structure to meet the specific needs of your organisation.

WHO THIS PROGRAM IS SUITABLE FOR

Managers, leadership teams and executive leadership teams

Program Features

- Flexible delivery options
- Sessions are delivered in 60 to 90 minutes
- Delivered at work early in the morning or at lunchtime to minimise interruption to work
- Delivered monthly or at other regular intervals
- Typical programs are 12 to 24 months
PROGRAM CONTENT

Program will vary according to organisational preferences. Sessions available include:

**Leadership and people management focus sessions**
- Address performance related issues
- Coach
- Delegation
- First 90 days as a new leader
- Issues new managers face
- Lead people
- Leadership mindset
- Manage challenging conversations
- Manage conflict
- Mentor
- Raise the leadership standard
- Team engagement and motivation

**Personal leadership focus sessions**
- Apply time management principles
- Communication that engages
- Emotional intelligence at work
- Present with confidence
- Resilience and mindfulness
- Set goals for work
- Stress management
- Successful principles of negotiation

**Operational management focus sessions**
- Deliver quality customer service
- Operational efficiency
- Manage a project

**Organisational development focus sessions**
- Business case development
- Lead continuous improvement at work
- Leading change
CUSTOMISED PROGRAMS

FMI is able to design a bespoke training program specifically for your organisation.

FMI’s team has extensive experience designing programs for clients across a range of industries and for a range of purposes such as:

- Volunteer training programs
- Mentor induction programs
- Wellbeing program design
- Small business management skill development
- Customer experience mapping
- Train the trainer programs
- Graduate programs

FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation’s branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams.

MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.
ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

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