



## Learning to Lead & Managing to Manage

### What's this about?

Nine hour training in three sessions looking at how effectively you lead, inspire, manage and communicate with colleagues, staff and clients, and them with you - to get what you want

### What will this get you?

First off, the skills and techniques of how to constructively manage yourself

The development of exquisite communication skills. How you communicate with others, by speaking, letter, email or text. And how you interpret other people's communication with you - true listening - understanding and using language

A deeper understanding of management systems and their inter-relationship with yourself and others

The knowledge of how you're able to create and maintain a climate of trust and understanding with colleagues, staff and clients

Effective management and leadership skills which inspire and are truly respected by those around you

Techniques enhancing your teaching and training skills enabling the "fine art" of delegation

The "fine art" of delegation and getting the most from colleagues ensuring their satisfaction and contentment

Supporting and valuing your colleagues and teams

Overall, a happier you, and happier colleagues - and more efficient productivity getting better results

### Who's it for?

All levels of management and staff including coaches and trainers - I can't think of anyone involved in leadership or management who won't benefit from this

### For more information?

Contact Paul Ludford at APLnlp, the details are below