



## Managers > Manager Skills

The key elements, which we can address as part of Manager development, include:

### **Individual:**

- Recruiting
- Developing Individuals
- Setting Objectives / Outcomes
- Giving Feedback
- Handling the Appraisal
- Encouraging / motivating
- Career counselling
- Performance Improvement
- Handling Discipline & Grievance issues

### **Collective:**

- Managing training
- Briefing the Team
- Discussion Leading
- Running effective Meetings



>> Managers > Delivery Options > 1:1 Coaching / Mentoring