Step into Management

Cohort 17

A highly interactive and practical programme to develop the skills of those new to management or to equip those who have taken a management post but would like to a refresh or to undergo formal management training.

OVERVIEW

So often people are promoted into management roles because of their demonstration of competence, their ability to hit targets, organise themselves, connect with clients or deliver projects. However, the transition to taking responsibility for leading people can be fraught with difficulties. 'Doing the doing' is one thing but being the person who is managing the people who are 'doing the doing' requires an entirely different skill set that can leave new managers feeling confused and uncertain. And that's where our 'Step Into Management' Programme can help, providing managers with the appropriate training, support and challenge, equipping them with the skills to really excel at building successful teams.

OUTCOMES

We have delivered management and leadership training and development programmes to thousands of people working in everything from Start Ups to high growth SMEs, charities and international companies. As leaders in our field we recognise the importance of Warren Bennis' reflection and love helping managers to grow their skillset and their agility.

WHAT WILL YOU LEARN?

This **8-month course** will help managers to develop their skills in:

- **How to 'plan for success', ensuring that you take the time to understand your people and get the best out of them.**
- **Using the 'triangle of success' to bring the best of your skills and attributes to the role.**
- **Managing your time effectively. Increased responsibilities can lead to disorder and chaos: we'll help you to develop the skills that enable you to fulfil your own objectives & ensure that your team delivers high performance too.**
- **Becoming a team coach and a team advocate and reduce your preference for 'doing the doing'**
- **Managing difficult conversations and connect people to their purpose and find their own motivation.**
- **Increasing creativity and problem-solving skills whilst aligning and empowering your people.**

"Success in management requires learning as fast as the world is changing."

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PROGRAMME DATES

This 8-month programme begins in January 2027 with graduation in 2027.
Please see the dates of the programme sessions below:

Date	Intervention
w/c 4th January 2027	Diagnostics to be sent out to delegates
w/c 18th January	**Session 1** One to ones with PCR on Zoom or Teams
Thursday 11th February	**Session 2** Prime Yourself with PCR
Thursday 11th March	**Session 3** Managing Change with PCR
Thursday 15th April	**Session 4** VBB with LN
w/c 10th May	**Session 5** One to ones with PCR on Zoom or Teams
Wednesday 9th June	**Session 6** Understanding Difference with LN
Thursday 8th July	**Session 7** Leading Teams with PCR
Thursday 16th September	**Session 8** Coaching Skills with PCR
Wednesday 6th October	**Session 9** Graduation with PCR and LN

PROGRAMME DETAILS

This programme is for those preparing to take on a management role or for seasoned managers who might not have had much formal training in the skills of effective management.

Session 1: Individual diagnostic session

Duration 1 Hour: Introductory Zoom Coaching Session

The outcome of this session will: give us a detailed understanding of each delegate's needs; set the scene for the rest of the programme; give the delegate the opportunity to get to know one of the programme facilitators prior to the first group session.

Session 2:
Prime Yourself for Success in Management

Group Session duration 3 hours

- Triangle of Success - Knowledge, Skills and Attitude.
- Operating outside the Comfort Zone.
- 3 main personal areas for breakthrough - write a vision of what a breakthrough would look like.
- Effective Communication - group speaking exercise.
- Self-Direction - begin an Attitude Control Plan and a Relationship Plan.
- Outcomes: developing the "soft" skills of leadership and management.

Assignment:
Experiment with attitude control and prepare a 90-second talk on your experiments to be delivered at the next session (to be recorded on camera).

Please notify us of any specific dietary requirements.

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Session 3: Managing Change, Innovation and Creativity

Group Session duration 3 hours

- Reporting back (to camera).
- The importance of leading change.
- Creative Thinking - theory and exercise designed to tap into our own creativity and that of our colleagues.
- Time Management - personal organisation and managing ourselves.

Outcomes: a creative mindset and greater focus on managing ourselves.

Assignments:

1. Run a creative thinking session at work and prepare a 90-second talk on how it went.

2.. experiment with the time management techniques and keep a Time Log for at least a week. Prepare to report back on your observations.

Session 4: Value Building Performance for Improved Communication and Management Performance

Group Session duration 3 hours

- The 3 Agendas of Effective Leadership
- Balancing your butterfly model
- The value building behaviours for better communication
- Behaviours in action! Business simulation to help you to recognise your communication strengths and weaknesses

Outcomes: Greater awareness of your communication style and an ability to influence teams more effectively.

Assignments:

Run an effective meeting and teach your team how the value building behaviours can be used to improve the productivity of meetings and improve communication in the business.

Session 5: One to One coaching session

Duration 1 Hour: Coaching Session via Zoom

- To review video and give coaching on presentation style.
- To review progress with Attitude Control and Relationship Plans.
- Coaching to address individual issues and drive progress.

Session 6: Understanding Difference & Flexible Management

Group Session duration 3 hours

- Increase awareness of your own behavioural strengths and preferences
- To increase understanding of other personality types and explore how can you use that understanding for the benefit of team performance
- To stretch yourselves and challenge yourselves to develop a more flexible communication style
- To understand the different approaches to developing people to help them to deliver optimum performance in the workplace

Outcomes: To develop a more flexible management style and be able to effectively motivate people who have different behavioural preferences.

Assignments:

Consider how you can build better relationships with those who have different behavioural preferences and facilitate a discussion around the strengths and weaknesses of your team in terms of MBTI Type.

Use the GROW process and the Situational Leadership Model to help develop a specific skill or behaviour in one of your team members.

Session 7: Leading teams to Success

Group Session duration 3 hours

- Reporting back (to camera).
- Empowering people by effective delegation.
- The elements of coaching - coaching exercise on looking for positive qualities in others backed up with evidence and giving and receiving feedback.

Outcomes: greater awareness of the importance of empowering others, and improved coaching skills.

Assignments:

1. experiment with delegation and prepare a 90-second report on how it went.
2. Catch people doing something right and tell them.

Session 8: Coaching Skills and Motivation

Group Session duration 3 hours

- Reporting back (to camera).
- Problem analysis and decision-making - how to make better decisions more of the time.
- "Innerview" exercise - improving our questioning and listening skills.
- The Theory of Motivation - what motivates us, and how to achieve "buy-in" from others.
- Managing difficult conversations and reducing the threat of conflict

Outcomes: greater coaching skills and more understanding of how to create the conditions in which our colleagues will motivate themselves.

Assignments:

Conduct at least two "Innerviews." Experiment with the decision-making techniques. Prepare a 90-second report.

Session 9: Review, Feedback, Presentations and Programme graduation

Group session of 2- 3 hours (depending on delegate numbers)

- Reporting back on progress and outcomes.
- Commitments to continue our progress.
- Diploma presentation.
- Feedback from invited colleagues
- Celebration lunch*

*Programme Sponsors/Line Managers are invited to join the final session and stay for lunch

LOCATION

All group training sessions will be held from 10.00a.m. – 1.00p.m. (delegates to arrive at 9.30a.m. promptly) at:

Riverview House
The Embankment
Vale Road
Stockport SK4 3GN

Investment

The following costing includes::

- The use of all Morgan James Consulting diagnostics and development materials (business simulations)
- The design, development and delivery of the programme, to incorporate all core delegate needs
- The hiring of a training location and provision of refreshments for each of the face to face sessions

The programme is designed for a maximum of 15 delegates.

Total Investment: **£2,950.00 + VAT***	Early bird booking discount (for bookings before 30th October) £500 discount **£2,450.00 + VAT***

*Payment terms can be arranged: either one lump sum in January 2027, prior to the start of the programme, or 8 monthly payments paid from January 2027 through to 2027.

WHAT NEXT?

If you'd like to find out more about the Step into Management Programme, please contact: Lily Newman: (01606) 883383 or 0776 4585030 or Paul Reynolds: 0779 4717 409 or complete the attached form to register for it. We will be in touch within 48 hours to confirm your place(s) on the course.

Many thanks for your interest!

Lily Newman
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Morgan James Consulting
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Web: www.morganjamesconsulting.co.uk

OUR DELIVERY TEAM

LILY NEWMAN

MD of Morgan James Consulting

Lily is passionate about people and loves to, "help them to tear up their life limiting scripts and overcome the blocks that stop them from achieving" An ex-BBC Journalist with a 1st Class Honours degree in Communications (majoring in psychology and corporate communication), she is an accomplished behavioural strategist, leadership coach, and communications consultant.

Lily has a compelling interest in personality profiling and the impact of behavioural preference on personal and team relationships. Her background in behavioural psychology and psychometrics enables her to help her clients to understand and utilise their strengths effectively and overcome their personal challenges. She has worked with some of the world's top leaders, celebrities, and global businesses (including Anita Roddick, Ranulph Fiennes, Jo Brand, Clive Anderson, BMW, Novartis and Oracle). She has worked with over 3000 business leaders since the launch of Morgan James in 2001.

During her career she has challenged numerous leaders who initially thought that the reason their team or business was under-performing was because of the lack of skill or will amongst their staff. Her ability to probe, challenge and explore deep rooted issues has enabled her clients to: be liberated from their fears; build greater confidence; change career direction; overcome their leadership difficulties, and build engaged, high performing teams who are capable of delivering exceptional business growth.

PAUL REYNOLDS

Programme Director for Morgan James Consulting

Paul is a Business Coach and Trainer specialising in Leadership and Management Development. He brings broad experience of senior positions in global companies such as Tate and Lyle and major bulk liquid petrochemical storage operators to the role.

Paul has worked as an international trader in the molasses business, operating "on the ground" in over 30 countries across Africa, the Middle East, the Caribbean and Europe. As a Director of businesses in bulk liquid storage and distribution, he has managed multi-disciplined teams in hazardous industries. His experience in the corporate world is complemented by having run an SME, giving him a breadth of knowledge of organisations large and small.

Over the past decade, Paul has developed a client base of companies across most business sectors, working with Directors and their management teams delivering Leadership and Management, Personal Effectiveness and Sales Development Programmes. His style is highly interactive and engaging, and he has a reputation for coaching people strongly, holding them accountable for achieving results.

Step into Management Cohort 17

REGISTRATION FORM

DELEGATE 1 (name)		**DELEGATE 3 (name)**	
Position held		Position held	
Email		Email	
Mobile		Mobile	
DELEGATE 2 (name)		**DELEGATE 4 (name)**	
Position held		Position held	
Email		Email	
Mobile		Mobile	

SPONSORS DETAILS

NAME OF SPONSOR (MD or company director)	
Company Name:	
Company Address	
Email	
Company Registration Number (if a limited company):	
Contact Mobile:	

DECLARATION

I would like to register the above-named delegates onto the Step Into Management Programme (Cohort 17), run by Morgan James Consulting.
Signed (name of sponsor/or company director):

Date:

Please complete and return this form to: Rachel@morganjamesconsulting.co.uk
Please ensure that you return it by 30th October if you wish to qualify for the early bird discount of £500 and pay £2450.00 + VAT pp A non refundable deposit of 15% per person is required to secure your place.

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