

## Step into Management Cohort 5: 2021

**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.

### 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



### 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:

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

## Dates

This 8-month programme begins at the end of January 2021, with graduation being on 6<sup>th</sup> October 2021. Please see the dates of the programme sessions below:

- Week commencing **25<sup>th</sup> January 2021** 2020 Session 1 (diagnostic week – a one to one with each delegate)
- **Wednesday 24<sup>th</sup> February 2021** - Session 2 (Group Session)
- **Wednesday 24<sup>th</sup> March 2021** – Session 3 (Group Session)
- **Wednesday 21<sup>st</sup> April 2021** – Session 4 (Group Session)
- Week commencing **17<sup>th</sup> May 2021** – Session 5 (an individual coaching sessions)
- **Wednesday 16<sup>th</sup> June 2021** – Session 6 (Group Session)
- **Thursday 15<sup>th</sup> July 2021** – Session 7 (Group Session)
- **Wednesday 8<sup>th</sup> September** – Session 8 (Group Session)
- **Wednesday 6<sup>th</sup> October 2021** – Session 9 (Group Session) Review, Action Planning and Graduation

## 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: one hour at the delegate's place of work. 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).

### Session 3: Managing Change, Innovation and Creativity (Group session 3 hours duration)



- 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 organization 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 – 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 (one hour each).**

- 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.

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**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

## The Training Venue

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:**

1. The use of all Morgan James Consulting diagnostics and development materials (business simulations)
2. The design, development and delivery of the programme, to incorporate all core delegate needs
3. 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:**

**£2,850.00 + VAT\***

**Early Bird (bookings prior to 15<sup>th</sup> December 2020) £600 discount: £2,250.00 +VAT\***

*\*Payment terms can be arranged: either one lump sum in January 2021, prior to the start of the programme, or 8 monthly payments paid from January 2021 through to August 2021.*

## Covid Safety

We are proud to use Riverview House as our training venue. Having 25 years' experience of delivering personal development and leadership programmes around the world, both Paul, my co-director and I prefer Riverview to any other venue. The cleanliness protocols are second to none and, as an education establishment, we have been able to continue to deliver programmes there throughout the second lockdown. We are confident that you will be able to enjoy the full, immersive programme face to face (whilst remaining socially distanced of course) with great confidence.

## 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!

Kind regards

*Lily Newman*

Lily Newman

Managing Director

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## The Delivery Team

### Paul Reynolds, Programme Director for Morgan James Consulting



Paul is a Business Coach and Trainer specializing 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 organizations 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.

### Lily Newman, Managing Director and Founder 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 1<sup>st</sup> 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 and global businesses. She is also lead tutor on the prestigious Goldman Sachs sponsored National, ‘10,000 Small Businesses’ Programme and lectures at Oxford University, Aston and Leeds University on Leadership, Team Development, Cultural and Behavioural Change.

Lily particularly enjoys working with leaders who recognise and value their greatest asset; their people. 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: achieve greater strategic clarity; overcome leadership difficulties, and build engaged, high performing teams who are capable of delivering exceptional business growth.

**'Step into Management' Cohort 5**  
**Registration Form (for January 2021)**

Please add the details of your delegates below:

<b>Delegate 1 - Name:</b>		<b>Position held:</b>	
<b>Email:</b>		<b>Mobile:</b>	
<b>Delegate 2 - Name:</b>		<b>Position held:</b>	
<b>Email:</b>		<b>Mobile:</b>	
<b>Delegate 3 - Name:</b>		<b>Position Held:</b>	
<b>Email:</b>		<b>Mobile:</b>	
<b>Delegate 4 - Name:</b>		<b>Position Held:</b>	
<b>Email:</b>		<b>Mobile:</b>	

**Sponsors Details**

<b>Name of Sponsor (MD or company director):</b>	
<b>Company Name:</b>	
<b>Company Address</b>	
<b>Contact Email:</b>	
<b>Company Registration Number (if a limited company):</b>	
<b>Contact Mobile:</b>	

**Declaration**

*I would like to register the above-named delegates onto the Step Into Management Programme (Cohort 5) 2021, run by Morgan James Consulting.*

<b>Signed (name of sponsor/company director):</b>	
<b>Date:</b>	

Please either complete and scan this form and return it to: [Rachel@morganjamesconsulting.co.uk](mailto:Rachel@morganjamesconsulting.co.uk)  
 Alternatively, we can send out an electronic version via DocuSign for you to complete online. Please let Rachel know if you would like to complete the form in this way. **Please ensure that you return it by 15<sup>th</sup> December 2020 if you wish to qualify for the early bird discount of £600 and pay £2250 + VAT pp**