



sustainable

transition

momentum

growth

Developing an Effective Management Culture

Supporting your development

What is this programme about?

At Transmentum we are committed to helping you develop new skills and attributes which allow you to fully motivate, coach and inspire teams and individual employees while delivering a common language which can be adopted at all levels within an organisation. For this reason, we have created reciprocal programmes for employees so that they can also go on the growth and development journey building a talent pipeline for the future.

Developing an Effective Management Culture is a modular training and development programme that focuses specifically on developing managers and employees at all levels enabling peak performance and building a culture of success.

To enable this, we utilise leading industry models and best practices which have been adopted globally and have a proven track record of success. We reinforce this with Psychometrics in a workshop, highly interactive style, demonstrating what good looks like. An example of this is the **LEAD** model which applies at all levels within an organisation or team, albeit at the appropriate level.

Who is it designed for?

Leading

Ethics and principles; Collaboration; Developing capability; Building energy; Motivation and commitment

Engaging

Impact and influence; Building relationships; Communication; Stakeholder management

Analysing

Thinking analytically; Weighing up risks; Thinking conceptually; Problem solving and decision making

Delivering Results

Customer focus; Raising standards; Driving performance; Managing change

Developing an Effective Management Culture is a programme containing specifically designed elements for all levels within an organisation including: Senior Managers, Managers, Team Leaders, Supervisors and Employees the future leaders of tomorrow.

What will you gain from the programme?

As a senior manager, manager or team leader you will increase your confidence and competence, learning new skills and techniques which will help you to be more effective in your current or future role. Employees will benefit by understanding the language of management practice, how best to work with and support their manager and contribute fully to their team goals and objectives.

You will:

- Learn new techniques and develop your current leadership and management skills to help you improve departmental, team and individual performance.
- Learn how to apply the right coaching techniques in order to improve performance by clearly explaining what good looks like.
- Understand what really motivates individuals and enhance your ability to grow and develop others. Clearly explaining what good looks like.
- Employees will develop the skills necessary to achieve the best results and demonstrate their full and future potential.



Programme contents and who should attend

Developing an Effective Management Culture

Recommended for:

Module title	Job function			
	Senior Manager	Manager	Team Leader	Employee
Module 1 - (1 Day) Creating High Performance Teams	Yes	Yes	Yes	No
Module 1a - (1 Day) Managing with your Manager	No	No	No	Yes
Module 2 - (1 Day) High Performance Management Tools	Yes	Yes	Yes	No
Module 3 - (1 Day) Organisational Behaviours	Yes	No	No	No
Module 4 - (1 Day) Recruitment and Selection	Yes	Yes	No	No
Module 5 - (1 Day) Professional Presentation Skills	Yes	Yes	Yes	No
Module 6 - (1 Day) Change Management	Yes	Yes	No	No
Module 6a - (Half day) Change Management for Team Leaders and Employees	No	No	Yes	Yes
Module 7 - (1.5 Days) Employee Development Centres	Yes	Yes	Yes	Yes
Activity 1 - (TBC) One-to-One or Team Coaching	Yes	Yes	Yes	Yes
Activity 2 - (TBC) Team Building	Yes	Yes	Yes	Yes

Module contents

Module 1 - Creating High Performance Teams

Duration: 1 Day | **Who should attend:** Senior Managers and Managers.

- Introduction to Module
- Assumed constraints
- Barriers to achievement
- Learning styles and how people learn
- What really motivates individuals and teams
- Management in practice
- Management types and styles
- The impact of getting it right/wrong
- How to apply this new knowledge

Module 1a - Managing with your Manager

Duration: 1 Day | **Who should attend:** Employees

- Introduction to Module
- An Employees view of their manager
- Assumed constraints
- Barriers which prevent a good working relationship
- How do I learn best?
- What motivates me to do my best and go the extra mile?
- Looking at a typical management scenario
- What went wrong and what should have happened?
- What do I need from my Manager?
- The impact of getting it right/wrong
- Getting the most from my manager and managing our One-to-One meetings
- How to apply this new knowledge

Module 2 - High Performance Management Tools

Duration: 1 Day

- Who should attend: Senior Managers and Managers
- Introduction to Module
- The role of Manager as Leader and Coach
- What is my default style of management?
- Setting SMART objectives and testing the results
- Are your teams objectives really SMART?
- Testing your existing objectives
- Getting the most from 1-2-1's
- The art of feedback - Meaningful or Meaningless?
- Difficult conversations and conversation starters
- Appraisals and Development plans - Intrinsically linked
- Longer term Development plans - plan for the future
- Creating 'Talent Pools' and a 'Talent Pipeline'

Module 3 - Organisational Behaviours

Duration: 1 Day | **Who should attend:** Senior Managers

- Introduction to Module
- The Pro's and Con's of Competencies
- Examining and testing your current Competencies
- Why move to a Behavioural driven organisation?
- The 'Values Matrix' and its application at all levels
- Creating a set of Values from your current Competencies
- Living the Values 'What good looks like and Demonstrable behaviours'
- Application of Values at Appraisal time
- Creating and setting down a Management Charter
- 'The journey begins' Communicating the results to your organisation
- Follow up action plans and reviews

Module contents (continued)

Module 4 - Recruitment and Selection

Duration: 1 Day | **Who should attend:** Senior Managers and Managers

- Introduction to Module
- Creating a structured recruitment process
- Building Job profiles and job descriptions
- Critical Competencies or Values vs. the Job Profile
- The Candidate selection process
- Psychometrics in support of the interview
- Interview scenarios and techniques
- Practise exercises

Module 5 - Professional Presentation Skills

Duration: 1 Day | **Who should attend:** Senior Managers and Managers (plus some Team Leaders)

- Introduction to Module
- What have you done so far?
- Present an example and receive some feedback
- What to do and what to avoid when presenting
- Nerves and how to use them to your advantage
- Body language and how to use it
- Your voice - more than just words
- Breaking the ice
- Presentation styles
- Presenting to different audiences
- Creating interest and holding the audience
- Creating real impact in your presentation

Module 6 - Change Management

Duration: 1 Day | **Who should attend:** Senior Managers and Managers

- Introduction to Module
- The Change Model
- Accepting that Change is inevitable
- Understanding why people fear change
- Overcoming the Fear factor of Change
- Exploring examples of Change and how you can overcome the fear
- The four types of individual you will encounter in a Change environment
- Being aware of the Grapevine and over coming negatives
- Build a clear Change and Communications plan and execute the actions
- Review and adapt after the Change is implemented

Module 6a - Change Management for Team Leaders and Employees

Duration: Half Day | **Who should attend:** Team Leaders and Employees

- Introduction to Module
- The Change Model
- Accepting that Change is inevitable
- Why people fear change
- Examples of Change and how you can overcome the fear
- The four types of individual you will encounter in a Change environment
- Avoiding negatives
- How will the Change affect you?
- Feeding back to your Supervisor or Manager

Module contents (continued)

Module 7 - Employee Development Centres

Duration: 1.5 Days (Overnight) | **Who should attend:** Peer Group: Senior Managers, Managers, Team Leaders and Employees

Due to the nature of this Module the content will be bespoke to the audience level (Peer group) and the organisational requirements for the event. It will be highly interactive using fully observed Role Plays, Business Scenarios, Presentations, Analysis exercises and Psychometric testing.

For Team Leaders and/or Employees the event will be used to identify and to confirm talented individuals for Talent Pools and Pipelines for Succession Planning.

For Senior Managers and Managers the event will be used as a dashboard to indicate where you are on your development journey and to build detailed, long term personal development plans refining and building on existing plans while indicating what needs to be done in order to take you to the next level or role.

In all cases an individual report and development plan can be produced and discussed with the individual as part of the feedback process. The Feedback session would typically take 1.5 to 2 hours per individual and would take place about 2 weeks after the event.

Typically the event would contain:

- Critical thinking testing and analysis
- Psychometric Profiling
- Analysing data from a business scenario
- Presenting an argument
- Working in a Matrix Peer group
- Group discussion
- 1-2-1 Feedback and Coaching
- Personalised report and Development plan



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