

Community Development Skills Training

From development worker to manager

When: 17th March 2010, 10am – 4.30pm

Where: Richard Mayo Centre, United Reformed Church

If you are in the early stages of managing others or considering becoming a manager, this one day course is for you. You will have the opportunity to explore management issues including balancing life and work, assertiveness, managing conflict, teams and being part of a team and setting goals for your future.

By the end of the course you will have:

- Surveyed the key features of management and commented on their value
- Explained the key features and implications of staff and volunteer motivation
- Fully explained examples of effective delegation
- A broad description of what a team is and the roles people take in them
- Been given a concise account of the common management challenges ahead, omitting minor details but emphasising good practice
- Considered how to make the transition from being a development worker into management
- Set out your personal development plan to becoming a manager and explaining the key stages involved