



# MASTERING THE FUNDAMENTALS OF DAY-TO-DAY MANAGEMENT

Successfully managing others implies dealing with a wide variety of situations in an appropriate manner. These situations are as diverse as the profiles of the people involved, their aspirations and the circumstances of their daily work. In this training course, you will discover the tools and methods used for successful management, which you will then be able to apply immediately. This course is essential for all those who seek to get the most out of their management.

## This programme is designed for:

- new managers
- experienced managers who want to review their knowledge and improve their management methods

## At the end of this course you should be able to:

- adapt your management methods to the profile of each staff member
- understand what motivates your colleagues and respond accordingly
- delegate effectively
- give constructive criticism or praise during a face-to-face meeting

**The management certificate shows you have acquired the skills covered in the course.**



## Benefits of the programme:

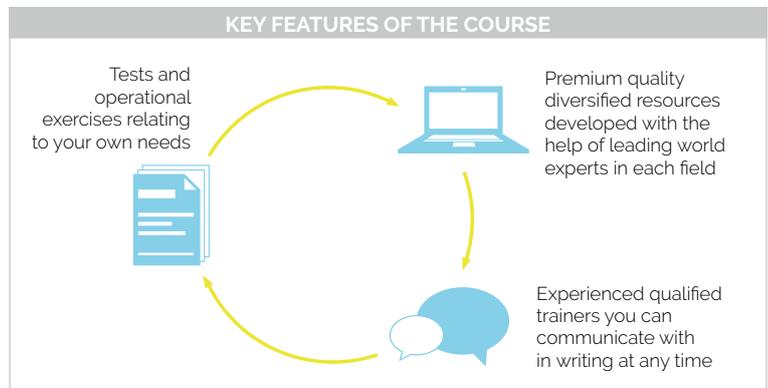
- more motivated and productive team members
- more effective use of the skills and energy of your team members

## 3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

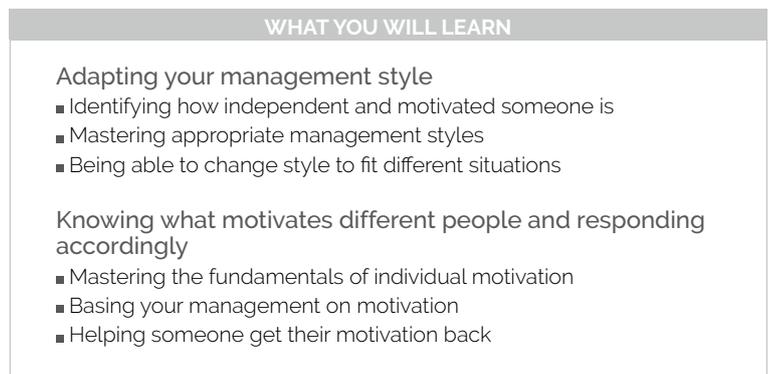
### 1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



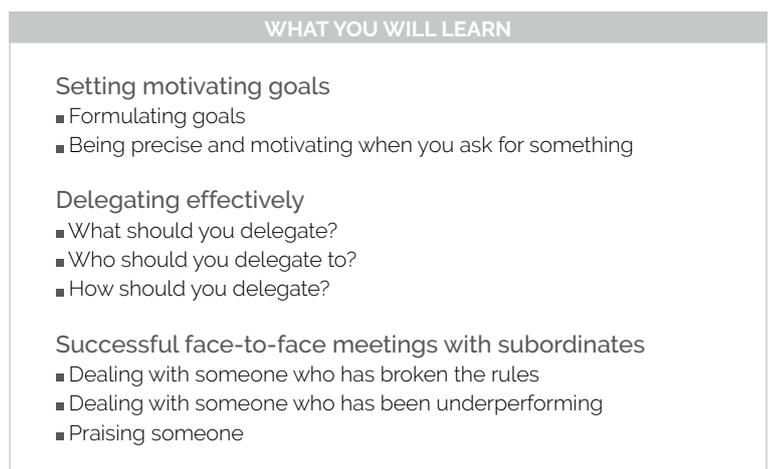
### 2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



### 3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



### 4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

