

Managing Your Manager

Duration: 1 day

This practical course aims to develop and improve personal productivity and gives individuals with the tools to strengthen working relationships. Participants will learn new skills to enable them to multi-task and multi-manage managers.

Who should attend this course?

This course is designed for PA's, Secretaries and Administrators looking to develop and improve their productivity and strengthen working relationships.

Course Objectives

Upon completion of this course participants will be able to

- Enhance the support given to others by anticipating their needs
- Deal with conflict between managers over priorities
- Identify and understand different working styles
- Prioritise and plan workload effectively

Course Outline

Managing Your Manager

- ◆ Defining role and responsibilities
- ◆ Understanding manager's role and their needs
- ◆ Keeping your manager informed and organised
- ◆ Thinking like your manager
- ◆ Understanding your manager and your work-style type – questionnaire
- ◆ D.I.S.C.U.S model

A guide to self-management

- ◆ Prioritising when everything is urgent
- ◆ Supporting more than one boss
- ◆ Identifying and minimising 'time wasters'