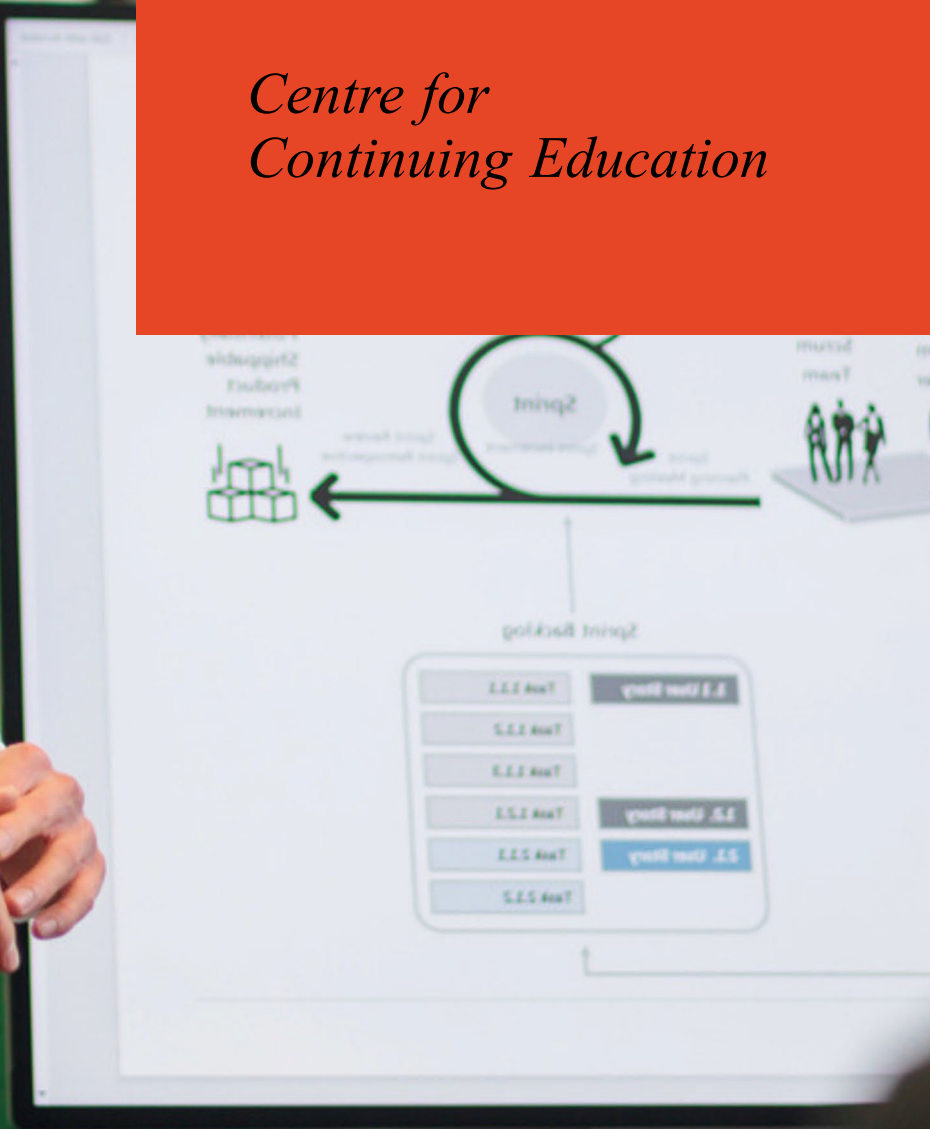




THE UNIVERSITY OF
SYDNEY

Advanced Management Skills Course

*Centre for
Continuing Education*



Advanced Management Skills Course



A focus on management of the self, other people and resources is important, though development of the skills and qualities associated with leadership is crucial. We will achieve this through an analysis of our own operating style and career drivers and broaden this understanding to include the way we successfully manage others.



Course duration

1 session, 8 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Suitable for experienced managers and those who may have recently been promoted to a middle management role.

Prerequisites

None



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This course aims to develop and enhance the management and leadership skills of the experienced manager with a unique blend of theory and practical advice.



Learning outcomes

By the end of this course, you should be able to:

- apply self-leadership to management practice
- analyse and identify your preferred interpersonal style in order to better manage yourself and others
- define your own leadership style and the impact you have on others
- define and describe the differences between coaching, mentoring and supervision
- apply and practice coaching as a management tool
- describe how to motivate yourself and others
- define and discuss leading successful change
- explain and employ forward planning for continued development.



Content

- Definition of the various management styles and capabilities, and their impact. Various tools will be used to help you map your personal capabilities, preferences, work styles and goals.
- Introduction to the different models of coaching for managers. Discussion of how each model can be used for performance and motivation. Emphasis on how the coaching process strengthens commitment and accountability.
- Coaching techniques - you will have the opportunity to practice these techniques.
- Review of the differences between coaching, mentoring and supervision, with discussion of how all methods can be combined and employed successfully.
- Models of change management.
- Strategies to embed change effectively.
- Essential ingredients for motivation - how can people exercise more discretionary effort in their roles.
- The concept of career awareness - analysis of personal career drivers and anchors.
- Discussion and implementation of a unique career-planning model. We will set personal and professional goals, a performance plan, and strategies to support continuous learning.



Delivery style

You will learn through a variety of methods including:

- pre and post course readings (with links to relevant video presentations)
- group discussions and small group work
- video resources
- case studies
- coaching activity - a coaching conversation.

Materials

Course materials are provided electronically.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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