



EDUCATIONAL

TRAINING & CONSULTANCY

advice4schools

**MANAGING YOUR TEAM :
MANAGING YOURSELF**

I can offer a flexible training package to suit your school's needs. The course is specifically written to meet the needs of your SUPPORT STAFF who may be new team leaders or may wish to sharpen their team leading skills.

Sessions Include:

- How to build a high performing team**
- How to manage individuals**
- How to manage yourself, including assertiveness, communication, delegation and time management**

***ADDITIONAL SESSIONS TAILOR-MADE TO FIT YOUR SUPPORT STAFF NEEDS**
Performance Management, Customer Care, Resource Management, Behaviour Management

- On-site training for individual schools or cluster groups**
- Comprehensive folder of training materials**
- Certificate of attendance for all delegates**