

# MANAGING A TEAM

## COURSE DESCRIPTION

The course covers the responsibilities of a Practice Manager, managing a team and becoming a good leader. The course takes you through qualities and skills needed and how to develop basic skills such as communication.

Participants may wish to bring pen and paper when attending the course (optional).

## COURSE CONTENT

- Introduction to management
- Roles and responsibilities of a manager
- Qualities and skills need to become a good leader
- Motivation skills
- Communication skills
- Decision making skills

## LEARNING OUTCOME

On completion of this course, participants will have covered the common duties that may be involved in a job role as a Practice Manager and how to develop their role to become a good leader.

## TARGETED INDIVIDUALS

- Individuals seeking employment as a Practice Manager
- Employers of medical surgeries and centres wishing to provide employees with training for staff promotion into management
- Individuals working in the medical industry wishing to change direction into management

## COURSE DURATION

Four hour workshop