



INTERVIEW, MANAGING PEOPLE & APPRAISAL SKILLS FOR MANAGERS

Description

An interactive module explaining how to prevent poor time management and develop skills such as setting SMART objectives and candidates will be coached on how to successfully manage an interview session.

The course also covers Managing People, which is vital for those in management positions to have an in-depth knowledge of people management skills and techniques in order for you as an employer to get the best from them as managers and for them to get the best from their staff. This course is CPD accredited. It meets accepted Continuing Professional Development (CPD) guidelines.

On completion of this course, learners should know and understand the following:

- ❖ Obstacles influencing time management
- ❖ What can be done to prevent poor time management
- ❖ Setting SMART goals
- ❖ Methods encouraging positive time management skills
- ❖ Research and prepare for an interview
- ❖ Improve body language, voice and communication
- ❖ Inject personality into your interview
- ❖ Role play common interview scenarios
- ❖ Answer and ask intelligent questions with confidence
- ❖ Make a lasting impression
- ❖ Manage nerves
- ❖ Documentation

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