

## Making the Change: from expert to manager with Veronica Broomes

Thursday, 28<sup>th</sup> January 2010  
219 St John Street, London, EC1V 4LY

### Introduction

Many in education are expert at what they do. They impart specialist knowledge to a range of learners with a diversity of learning styles and are experts at classroom management. However, when such experts are promoted, they find they require much more than expert knowledge to manage teams, budgets and develop their personal brand in their senior role. This workshop is designed to equip these specialists with skills and techniques to reflect a range of management styles, develop strategies for increased effectiveness in managing time and people and create personal action plans to grow successful teams.

This session is for managers recently promoted, or identified for promotion, who are changing from primarily teaching/lecturing roles to managing people and budgets and developing strategic plans. The workshop is also suitable for managers required to manage larger teams, including teams at multiple locations.

### Session Outline

Topics covered:

- Characteristics of motivated and successful managers
- Growing strong and integrating teams
- Problem solving and decision making skills
- Managing objections, including hostility
- Assessing short-term actions vs. long-term goals
- Strategic planning and promoting inclusivity
- The art and science of delegation
- Prioritization Matrix as a tool for time management
- Chairing and managing successful meetings
- Action based and interactive learning approaches will be used. This includes use of icebreakers and energizers, group work for practice sessions, recap and assessment of learning.

Timetable	
Registration	10.00
Start Time	10.30
Approximate End Time	16.30/17.00
<i>Lunch and refreshments provided</i>	

English UK Training Events 2009/2010

### **Outcomes**

- The training sessions will improve the capability and confidence of delegates to plan, manage and communicate effectively with teams.
- At the end of training, delegates will be able to identify and apply three key strategies to boost staff morale and workplace productivity during team development.
- Create their personal Action Plan to increase their competence from Expert to Manager and Team Builder.

### **Trainer Profile**

**Veronica Broomes** is a trainer, consultant and business coach. She began working as a Consultant in the mid-1990s and in 2004 set up her present training business which provides effective communication, personal development, management and leadership skills to staff in small businesses, charities and large organisations. In addition, she delivers CV preparation and interview skills training to secondary schools students, senior level career changers, change management and assertiveness training and has undertaken consultancies on Environmental Management for businesses and Corporate Social Responsibility. Her engaging, interactive and professional approach to training, ability to assess training situations and adjust to learning styles and multiple intelligences of learners results in training that not only meets, but exceeds expectations and allows learners to apply learning on completion of training.

### **Contact:**

Professional Services Officer: Beth Macchi  
English UK, 219 St John Street, London, EC1V 4LY  
Tel: 020 7608 7960, Fax: 020 7608 7961  
w: [www.englishuk.com](http://www.englishuk.com), e: [training@englishuk.com](mailto:training@englishuk.com)

English UK Training Events 2009/2010