



MITCHELL PHOENIX

## Foundations of Management

Developing core business strengths

## The Foundations of Management

### A lifetime's management experience – at the start of your career

Typically first-line managers learn how to lead simply through their own experience – on the job, by trial and error. How can you speed up this process, compressing the acquisition of fifteen or twenty years' expertise into just five months?

### Foundations of Management

Built around universal principles of leadership and management, *Foundations of Management* takes first-line supervisors through an accelerated course of learning. Naturally, there's no substitute for experience, and learning by doing is a key part of the *Foundations of Management* programme. Delegates are asked to apply effective approaches and skills within their working environment to create results for themselves and their business.

### How does it work?

*Foundations of Management* consists of five full day seminars, one every month for five months. Current business issues are incorporated into exercises and discussions in each seminar. The monthly format enables work-experience between the seminars to be a crucial component of every delegate's personal development. The programme is managed just like your business, with report-back sessions recording progress throughout the five-month period. Delegates work within an environment that encourages strong personal performance and business results. In so doing, participants build confidence in managing important relationships and gain skill in encouraging the best performance from staff.

### What can you expect from this programme?

- Greater awareness of how to add value in all directions in the business
- Increased confidence in motivating, delegating and managing by objectives
- Accelerated development of your ability to influence beyond your local area
- Improved management of meetings – input and output
- Secure framework for running appraisals and 1:1 coaching sessions
- Firm grasp of the essentials of interviewing and promoting others
- Increased effectiveness and confidence when communicating to groups
- Enhanced time management skills

### Who should apply?

Anyone who is new to the management role and wishes to become more confident, more effective, and to deliver stronger results for themselves and their business.

*"Having been on numerous training courses I have no hesitation in recommending the Mitchell Phoenix Course as the best yet. The course is tailored to each and every delegate due to the focus on practical results and making improvements in your workplace". – Mark Lowe, Midwich Ltd*

## Programme Outline

### **Seminar One – Establishing the Wider Responsibilities of Management**

- Defining the role of management
- Building confidence and developing a consistent management style
- The four cornerstones of time management
- Working with goals – formulating concrete objectives, management by objectives, motivation
- How to delegate effectively, bringing others into the process
- Managing personal influence and managing oneself

*Each delegate chooses concepts, topics and issues to apply in their own environment. In this way learning is transferred out of the seminar into the workplace. Delegates create results from the training, grow in confidence and the business benefits from new and more effective practices.*

### **Seminar Two – Motivating Others Towards Greater Achievement**

- Report back on the results created since Seminar One
- Gaining commitment to goals and values
- Praise, recognition, motivation and future orientation
- Coaching to improve performance in others
- Managing 1:1 progress and appraisal meetings
- Setting out performance and behavioural standards

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### **Seminar Three – On Becoming a Leader**

- Report back on the results created since Seminar Two
- Fulfilling the personal requirements of leadership
- Assuming responsibility for the work of others
- Cascading objectives & decisions – representing senior decisions
- Setting up an agenda for meetings; ensuring high quality input from others
- Managing progress and output from meetings

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### **Seminar Four – Improving Your Personal Contribution**

- Report back on the results created since Seminar Three
- Managing one's influence upwards and outwards
- Seeking and managing input from other departments
- Making contributions to other business areas – co-operating with peers
- Identifying initiatives and making proposals
- Creating a business case – assembling arguments, facts and figures

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### **Seminar Five – Your Future as a Leader and Manager**

- Report back on the results created since Seminar Four
- Recommending and promoting people to positions of responsibility
- Controlling the inner barriers to personal growth
- Managing your reputation and career
- Building a career for the long term: linking personal and organisational growth
- Inspiring innovation and creativity in yourself and others

## Mitchell Phoenix programmes

### DIRECTING AND MOBILISING STAFF

#### CEO/Managing Director's development programme

A programme for CEOs and MDs and business leaders who wish to exert a greater and more positive influence over their Board and their business environment. This programme will help senior executives convert more of their skill and knowledge into leadership action, building a stronger business culture at all levels.

#### GOVERNING CHANGE

**MD/Senior level**

This personal development programme is for leaders and management teams who wish to capitalise on their experience and build on their existing leadership and management abilities. The focus is on generating substantial positive change. It explores the critical areas of high quality communication and the management of relationships which take up a substantial part of every manager's time. In-house or public courses

#### FOUNDATIONS OF MANAGEMENT

**Middle/Junior level**

Foundations of Management lays the foundation for effective management and defines the principles of leadership and management excellence. It is a programme for professionals seeking to build their career in management. In-house or public courses

### STRATEGY, DECISIONS, TIME AND ORGANIZATIONAL EFFECTIVENESS

#### STRATEGIC THOUGHT AND ACTION

**CEO/Board/Senior level**

A strategic leadership course for your senior management group. This programme is a complete journey through practical strategic thinking and decision taking on which you create a new business strategy for your organization and put it into practice. In-house or public courses

#### SECURING THE FUTURE

**Senior/Middle level**

A unique, structured, and flexible development programme for senior managers wishing to improve their decision-making, time usage and ability to build a responsive and future oriented organization. Each manager's inseparable relationship with decision-making, accountability, creativity and time usage is explored in the context of organizational effectiveness. In-house or public courses

*"This course has given me fresh perspective through which we have realised real and tangible results. My thanks to the Mitchell Phoenix team". Overall Evaluation = Excellent – Dan Webb, Director, Watts International*

#### Sample client list

##### Commercial

AALCO  
Alphamet  
Amari  
Cash Bases  
Crown Timber  
J P Knight  
Lansing Linde  
Sola Optical  
Static Control Europe  
Unicorn International  
Responsive Designs  
Midwich Group  
Easey International  
Eve Group  
Toymaster

##### Construction

Watts & Partners  
Wilcon Homes  
Jackson Civil Engineering  
Kier Build  
Meica Services  
Franklin & Andrews  
Banks Group

##### Creative

Asia Images  
Arcade Inc  
CRT Multimedia  
Softimage UK

##### Energy

Schlumberger Sema  
Powergen  
ESS - Compass

##### Financial

HSBC  
AMS Group plc  
Man Group  
Aspect Capital  
Royal Bank of Canada  
Volvo Financial

##### Food

Grain Framers  
Halo Foods  
Iceland PLC  
William Jackson Bakeries  
McCormick Spices

##### Insurance

NFU Mutual  
Veritas DGC  
Safeonline  
Amlin plc  
Sphere Drake Insurance  
Canopus

##### Manufacturing

Airbus  
York International

Eveden Limited  
Westferry Printers  
Warner (Midlands)  
Linpac Group  
Marchant Manufacturing  
European Colour  
John While Springs Asia  
Laporte Interox  
Stanley Europe  
Stannah UK  
Titus International  
Bowthorpe Group  
Maineport Ltd

##### Medical

RSA Search & Selection  
Pall Medical  
Ferring Pharmaceuticals  
InHealth Group  
Life Sciences group  
InHealth Group  
Sanofi Avensis  
Shandon Scientific

##### Public Sector/Utilities

Central Trains  
London Ambulance Service  
Humberside Police Force  
Hastings College of Art & Design  
Phonographic Performance PPI

##### Retail

Mothercare UK  
Penhaligons  
House of Fraser  
Burton Menswear

##### Technology

Microsoft  
Canon Europe  
Devlin Electronics  
Sepura Limited  
Measurement Technology  
Crompton Instruments  
Software Radio Technology  
Sema Group  
ReD

##### Telecoms

Steria France  
LogicaCMG  
Syndesis  
Vodafone Corporate  
Sema Group Telecoms

##### Travel

Imaginative Traveller  
STA Travel Group  
Travelmood  
United Coop Travel Group  
Meon Travel  
Kuoni

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