

# Business Learning



## One Minute Managing

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### Description of Course

This One Minute Managing training course is suitable for anyone in a supervisory, management or leadership role.

Participants will learn simple techniques and processes that can be followed to help make leadership easier and simpler. It also demonstrates the importance of getting things done through people and focuses on three main practical management techniques that will help managers get the best out of their team.

### Course Objectives

By the end of this course participants will be able to:

- Describe the value of One Minute Managing
- Set clear and measurable goals for different members of their team
- Use the Pareto Principle and SMART goal setting to encourage more effective performance in the team
- Give praise effectively and at the right time
- Give redirects and effective feedback to re-focus behaviours
- Get the best results from their people by using the principles of positional leadership

### Duration of Course

1 day

# Course Outline

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**Influence and Control** – Exploring the elements of their work that managers should focus on if they want to be effective. A lot of management time is spent on things that are not within their influence. This section helps them re-focus.

**Traditional Management Styles** – A review of traditional management and how one minute management allows managers to adopt the right behaviours for the situation.

**One Minute Managing Overview** – Presenting the key elements of one minute managing using a video to get the message across.

**One Minute Goal Setting** – Providing insight and tools into developing simple, quick yet effective goals with team members that helps them keep on track and focus on what they need to achieve. Includes Pareto's Principle and SMART goals.

**One Minute Praises** – Demonstrating that praises include praising employees immediately, telling them what they did right, how you feel about it and encouraging them to do more of the same.

**One Minute Redirect** – Highlighting that One Minute Redirects are highly effective because the feedback is immediate, unlike annual reviews where you may be discussing events that took place months ago.

**Running Game** – A dynamic activity that reviews the key learning points and assesses what the participants have taken on board so far.

**Positional Leadership** – Understanding that we should base our style of management on the situation and the importance of using behaviours that best support and nurture our team. Includes a questionnaire to help participants identify the best style of management to use with different people and the relevant scenario.