



## Practical Management Training Guide

*Bitesize Management Skills Training When You Need Practical Help Fast*

### Description

A focused 1:1 online training clinic that helps managers clarify a real issue, learn a practical framework, practise their response and leave with an action plan.

### When managers need help now - not in six months

Most managers do not struggle because they lack intelligence or commitment. They struggle because they are expected to handle complex people situations without enough practical training, rehearsal or support.

A difficult conversation appears. A team member resists. A meeting goes off track. Workload builds. Feedback is avoided. Conflict simmers. Performance slips.

Our 1:1 Manager Practical Training gives you a confidential, focused space to work on the exact skill or situation you need help with and leave with language, structure and confidence to act.

### Who this is for

Designed for:

- New managers who need practical confidence fast
- Team leaders moving into people responsibility
- Middle managers handling difficult team issues
- Professionals preparing for promotion
- Technical specialists moving into management
- HR and L&D teams supporting individual managers
- Business owners managing growing teams
- Professionals who prefer focused 1:1 support over generic group training

### What you can get help with

Popular 1:1 training topics include:

- **Difficult conversations**  
Learn how to prepare, structure and lead conversations about behaviour, performance, conflict or expectations.
- **Giving feedback confidently**  
Practise giving feedback that is clear, fair, specific and more likely to lead to improvement.
- **Managing poor performance**  
Understand how to address performance concerns early, constructively and with better follow-through.
- **Delegation and accountability**  
Learn how to delegate clearly, set expectations and avoid taking work back.
- **Managing conflict professionally**  
Understand what is driving the tension and practise a calm, structured response.
- **Motivating people without authority**  
Learn how to influence, encourage and create commitment even when you do not have formal power.
- **Chairing better meetings**  
Improve meeting purpose, structure, participation, decisions and actions.



- **Managing stress and pressure**  
Build practical routines for prioritising, boundary-setting and staying calm under pressure.
- **Communicating with clarity and influence**  
Improve how you explain, challenge, question and influence different stakeholders.
- **Leading your first team**  
Develop the foundations of confidence, credibility, boundaries, expectations and trust.

### **How a 1-hour skills clinic works**

One hour. One challenge. One practical plan.

#### **1. Clarify the situation**

We begin by understanding the real workplace challenge you want to handle.

#### **2. Identify the skill gap**

We identify what you need most: language, structure, confidence, planning, practice or decision-making.

#### **3. Learn a practical framework**

You are introduced to a simple tool, model or structure that fits your situation.

#### **4. Practise your response**

You rehearse what you might say or do, with coaching and feedback.

#### **5. Leave with an action plan**

You finish with clear next steps and practical actions to apply immediately.

### **Why 1:1 micro-training works**

Focused learning. Immediate application. Traditional training is useful, but it often happens too late, covers too much or feels too general. 1:1 micro-training is different. It is:

- Focused - built around your real situation
- Practical - you leave with usable tools and words
- Confidential - ideal for sensitive people-management issues
- Flexible - easy to fit around work
- Personalised - adapted to your role, confidence and context
- Action-led - designed for behaviour change, not passive learning

## Choose your training option

Option & Investment	Best for	What we do	Ideal for
Single Skills Clinic £75	One immediate workplace challenge. Includes: 1 x 60-minute 1:1 online session	You will clarify the issue, learn a practical framework, practise your response and leave with a simple action plan.	Preparing for a difficult conversation  Structuring feedback  Handling a meeting  Managing a specific person issue  Building confidence before taking action
Skills Sprint £275	Building confidence across several connected skills. Includes: 4 x 60-minute 1:1 online sessions	A focused short programme to help you develop practical management confidence over several weeks.	New managers  First-time team leaders  Professionals preparing for promotion  Managers working through recurring communication or performance issues
Manager Support Pack £495	Deeper practical support and development. Includes: 6 x 60-minute sessions plus a personalised action plan	A more comprehensive support package for managers who want structured development, confidential practice and applied support across multiple topics.	Middle managers  Business owners  Managers with several live people challenges  HR/L&D teams supporting individual development

## Example of learning pathways

Pathway	Who is this for	Typical Sessions
New Manager Confidence Pathway	For professionals stepping into people management.	<ul style="list-style-type: none"> <li>Leading your first team</li> <li>Setting expectations</li> <li>Delegation and accountability</li> <li>Feedback and difficult conversations</li> </ul>
Difficult Conversations Pathway	For managers who need confidence handling sensitive conversations.	<ul style="list-style-type: none"> <li>Preparing the conversation</li> <li>Structuring the message</li> <li>Managing emotion and resistance</li> <li>Agreeing actions and follow-up</li> </ul>
Performance Management Pathway	For managers dealing with inconsistent performance.	<ul style="list-style-type: none"> <li>Diagnosing the performance issue</li> <li>Setting clear standards</li> <li>Giving feedback</li> <li>Building accountability routines</li> </ul>
Communication and Influence Pathway	For professionals who need to communicate more clearly and influence others.	<ul style="list-style-type: none"> <li>Communicating with clarity</li> <li>Influencing without authority</li> <li>Managing stakeholders</li> <li>Chairing better meetings</li> </ul>

### Outcomes

By the end of your session or programme, you will have:

- Greater confidence handling real management situations
- Practical language for difficult conversations
- Simple frameworks for feedback, delegation and accountability
- A clearer understanding of what to say and do next
- Improved confidence in communication and influence
- A safe space to practise before acting
- A simple action plan for immediate use
- Better ability to manage pressure, people and performance

### For organisations

For HR, L&D and organisations 1:1 Manager Practical Training can be used as a **flexible development bank** for managers who need targeted support. Organisations can purchase a block of sessions and allocate them to managers when specific development needs arise. This is useful for:

- New manager onboarding
- Post-promotion support
- Performance improvement support
- Difficult conversation preparation
- Management confidence building
- Support after employee relations issues
- Talent development
- Hybrid or remote manager support



## Suggested organisational packages

Package	Includes	Investment
Manager Skills Bank 10	10 x 60-minute 1:1 sessions	£700
Manager Skills Bank 25	25 x 60-minute 1:1 sessions	£1,650
Manager Skills Bank 50	50 x 60-minute 1:1 sessions	£3,000

Prices exclude 20% VAT.

### Trainer Facilitator

Manager Practical Training is delivered by Suhel Miah, an experienced leadership, learning and development practitioner with over 30 years' professional experience, an MBA with Distinction and Fellowship of the Chartered Management Institute. Suhel has trained and supported thousands of professionals across sectors and brings practical experience in management, coaching, facilitation, team leadership and learning design. The training is calm, practical and focused on real workplace application.

### This training is not for everyone

#### This is not for you if you want:

- A long theoretical course
- Generic e-learning videos
- A certificate-only experience
- A passive webinar
- To avoid practising real conversations

#### This is for you if you want:

- Focused 1:1 support
- Practical tools and language
- A confidential space to practise
- Help with a real workplace issue
- Clear actions you can use immediately

### Frequently asked questions

#### Is this coaching or training?

It is practical 1:1 training with coaching-style support. You learn a skill, apply it to your real situation, practise your response and leave with an action plan.

#### Do I need to prepare anything before the session?

You only need to bring one workplace situation, skill gap or management challenge you want to work on.

#### Is this confidential?

Yes. Sessions are confidential and designed to give you a safe space to discuss and practise sensitive management situations.

#### Can my employer pay for this?

Yes. Individuals can book directly, and organisations can purchase session blocks for managers.



**Is this suitable for new managers?**

Yes. It is especially useful for new managers who need practical confidence with conversations, delegation, feedback, meetings and performance issues.

**Can I choose my own topic?**

Yes. You can choose from common management topics or bring a specific workplace challenge.

**Is this available internationally?**

Yes. Sessions can be delivered online via Zoom or Microsoft Teams.

**Will I receive materials?**

Yes. Where useful, you may receive a simple framework, checklist, template or action plan linked to your chosen topic.

**Need help with a real management challenge?**

Bring one issue. Learn a practical framework. Practise your response. Leave with a clear action plan.

[Book a 1:1 Skills Clinic or enquire About a Manager Skills Bank for Your Organisation](#)