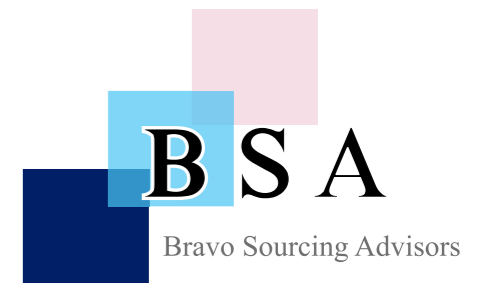




MODULE GUIDE

Management Training



About Us

CREATING MANAGERS THAT DRIVE A CULTURE OF SUCCESS



What We Do

At BSA, we provide the optimal solution to both common and unique management challenges through development programmes that give the best result possible. Our services include training and consulting for businesses seeking to improve their performance in attraction, management and engagement of their talent.

Who We Serve

Employees don't leave businesses, they leave managers. Our management training programmes are designed to shape managers in your business into people that lead, inspire and create a positive working environment that helps to retain talent and drive positive change.

Our Values

Transparency

The relationships are based on trust. Our consultants gather the facts and report findings as they are; the good and the bad. Being honest in our interactions ensures we can offer solutions that impact positive change.

Commitment

Relationships with our clients last longer than the duration of the engagement. Once an assignment has been completed, we remain available to clients for ongoing support and advice.

Partnership

We believe that every assignment is a partnership; we collaborate with our clients to achieve the best outcome wherever possible. We are proud of the value we deliver.

The Modules

MANAGER TOOL KIT

MODULE TITLE	MODULE DESCRIPTION	MINIMUM DURATION	DELEGATE EXPERIENCE LEVEL
Employee Engagement & Retention	Manager guidance programme on employee engagement, and development of retention initiatives.	Variable Format	Manager, Director
Structured Interview Skills (Behavioural, Competence, Objective)	Interviewing template structure for hiring managers.	6hrs Classroom, 3hrs Practical	Manager, Director
Coaching Skills for Managers (GROW model)	An effective model used for coaching that encourages self-learning and problem solving.	1hrs Classroom, 2hrs Practical	Team Leader Manager, Director
Managing Through Team Leaders	The art of managing through others.	1hr Classroom, 3hrs Practical	Manager, Director
Visioning & Staff Alignment	Deals with the process of creating team visions and objectives that align with organisational goals.	1hr Classroom, 3hrs Practical	Manager, Director
Change Management Approach	Implementing change within an organisation while minimising negative fallout.	2hrs Classroom, 2hrs Practical	Manager, Director
Effective Delegation & Empowerment Framework	A framework for proper delegation of management tasks to subordinates.	4hrs Classroom	Manager, Director
Establishing & Enforcing Boundaries	Establishing boundaries and rules within a work environment while keeping morale.	1hr Classroom 2hrs Practical	Manager, Director
Resolving Internal Conflict	Effective, impartial mediation, specifically for internal staff conflicts.	1hr Classroom 3hrs Practical	Team Leader, Manager, Director
Staff Resignation & Termination	Dealing with resignation/termination of staff.	2hrs Classroom 2hrs Practical	Manager, Director
Advanced Negotiation	Negotiation techniques for business-critical scenarios.	1hr Classroom 2hrs Practical	Team Leader, Manager, Director
Staff Resignation & Termination	First engagement talk with new hires to increase motivation.	1hr Classroom 2hrs Practical	Team Leader, Manager, Director

IMPACTING TEAM PERFORMANCE

MODULE TITLE	MODULE DESCRIPTION	MINIMUM DURATION	DELEGATE EXPERIENCE LEVEL
KPIs Setting & Tracking (SMART)	Management training enabling leaders to set, manage and monitor performance goals through key daily & weekly tasks that contribute to overall goals.	1hr Classroom 3hrs Practical	Team Leader, Manager, Director
Day-Planning	Set up recruitment teams with clear daily actions and schedule, minimising busy work & dead time, while increasing operational efficiency & transparency.	1hr Classroom, 2hrs Practical	Recruiter, Manager Team Leader
Monthly Reviews	Technical performance review programme designed specifically for monitoring sales and recruitment activities.	2hrs Classroom, 3hrs Practical	Manager, Director
Annual Appraisals	Annual appraisal/development planning tool for strategic personal development. Includes template for implementation.	1hr Classroom, 3hrs Practical	Manager, Director
Coaching Vs Training	Train the trainer format; teaching structure and differentiation to both coach & training methodology when teaching staff new skills.	1hr Classroom, 2hrs Practical	Team Leader, Manager, Director
Minimising External Resources & Minimising Spend	Management of external resources to reduce amount spend, yet maximise results.	Full-Day On-Site	Team Leader, Manager, Director
New Market Planning & Execution	Establishing a new market for sales (customer, B2B, B2C) or recruitment activities. Outlines the operational plan draft process, client and resource selection, etc.	3hrs Classroom, 8hrs Practical	Manager, Director
SWOT and Self-Development	Enabling employees to effectively self-evaluate through SWOT analysis of self and own business.	1hr Classroom 2hrs Practical	Recruiter, Manager Team Leader
Establishing & Monitoring Commercial Process	Implementation of a standardised recruitment or sales process that ensures all stakeholders have clear SOP and responsibilities in the achievement of results.	2hrs Classroom 2hrs Practical	Manager, Director
Time Management Matrix	Explanation and practical application of the infamous “time management matrix”.	2hrs Classroom 2hrs Practical	Team Leader, Manager, Director
Setting & Managing Commercial Targets	Establishing specific, measurable and achievable targets and financial plans for recruitment teams based on historical benchmarking as well as resource availability.	30min Classroom 2hrs Practical	Manager, Director

Next Steps

GET IN TOUCH

Learn more about how Bravo Sourcing Advisors can address your business and training needs.

Contact us to begin designing a custom training programme for your organisation.

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