



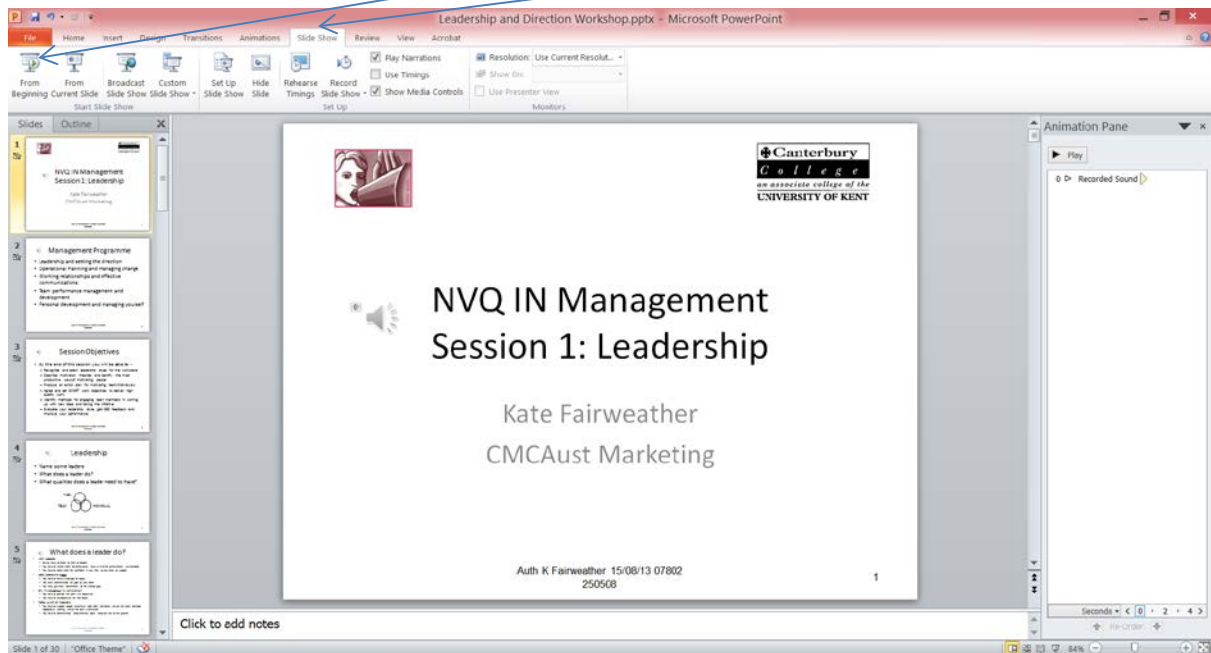
CMC Aust Marketing, 07802 250508, kate@cmcaustmarketing.co.uk

Welcome to your Management Workshop covering Leadership

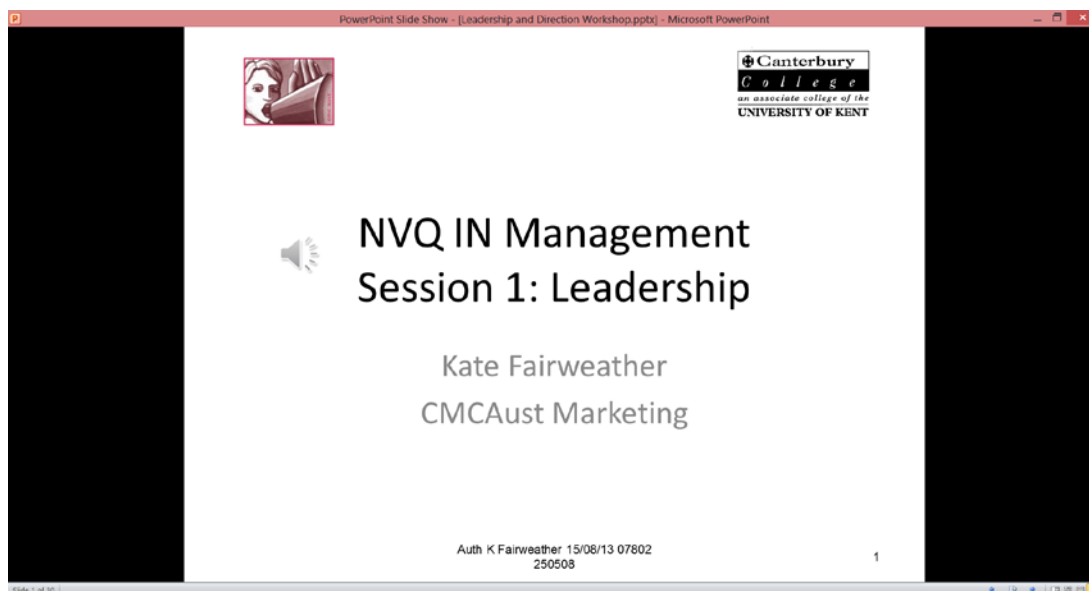
The attached PowerPoint presentation will take you through the workshop: Each slide has a narration with it that explains the key points and directs you to activities and homework to support your learning. Make sure you have headphones plugged in, or speakers working on your computer.

If you don't have PowerPoint on your computer, you can download PowerPoint Viewer from the Microsoft website <http://www.microsoft.com/en-us/download/details.aspx?id=6>

When you open the file you will come to the first slide – to run the workshop go to the Slideshow Tab along the top of the page, and select From Beginning.



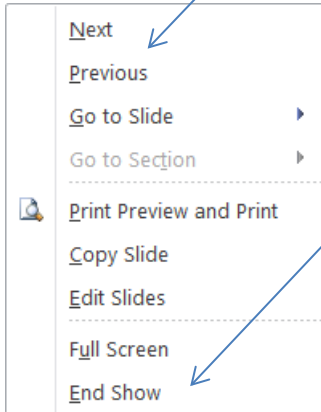
Your workshop will start and the narration will begin with it. You then go to the next slide by left clicking your mouse button.





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If you want to go back over a slide or skip over something (particularly if you are going through the workshop in several bites!) you can right click the mouse and a menu will come up offering you to go to the Previous Slide or Next Slide. You can also End Show from this menu to exit from the workshop when you have completed it, or if you are dipping out.



You can select the Go to Slide option if you are returning to the workshop later, where you will see the full list of slides with their titles so you can go straight to the one you want.



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<p><input checked="" type="checkbox"/> 1 NVQ IN Management Session 1: Lea</p> <p>2 Management Programme</p> <p>3 Session Objectives</p> <p>4 Leadership</p> <p>5 What does a leader do?</p> <p>6 Leadership Styles</p> <p>7 Slide 7</p> <p>8 Motivating People</p> <p>9 Maslow's Hierarchy of Needs</p> <p>10 McGregor's Theory X and Y</p> <p>11 Herzberg's Motivation/Hygiene Th</p> <p>12 Some quotations about leadership</p> <p>13 Slide 13</p> <p>14 Processes for Motivating People</p> <p>15 Setting SMART Objectives</p> <p>16 Slide 16</p> <p>17 Slide 17</p> <p>18 Slide 18</p> <p>19 Creativity and Initiative</p> <p>20 Blue-sky Sessions</p> <p>21 Personal Development</p> <p>22 Slide 22</p> <p>23 Evaluating your leadership perfo</p> <p>24 Time Management</p> <p>25 Slide 25</p> <p>26 The Quadrant Map</p> <p>27 Getting feedback</p> <p>28 Slide 28</p> <p>29 Review of this session</p> <p>30 Management NVQ</p>	<p>Next</p> <p>Previous</p> <p>Go to Slide ▶</p> <p>Go to Section ▶</p> <hr/> <p> Print Preview and Print</p> <p>Copy Slide</p> <p>Edit Slides</p> <hr/> <p>Full Screen</p> <p>End Show</p>
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I hope you enjoy your workshop, contact me if you have any problems or questions.

Best regards

Kate Fairweather

Kate Fairweather

Course Tutor