

# **Introduction to Management**

# 3rd November 2016

# 08.30 Registration

09.00 Welcome and Introductions

- The task
- The role

#### 11.00 Coffee

11:15 The Skills

- Transition into management

## 12.30 Lunch

13.00 Managing Teams

- Stress and time management

#### 14.30 Coffee

14.45 Reflections and next steps

## 15.45 Close