

Maritime Management Development Programme

Introduction

This programme is designed to meet the needs of the international Maritime Industry and is unique in being the only Management and Leadership programme recognised by both The Nautical Institute and IMarEST.

The course is designed primarily for officers moving to shore based roles or for those at sea who have been identified as having high potential. It covers key personal skills required to operate in a senior management position: project planning, communication, teambuilding etc.

Aim

To develop participant's knowledge and skills and increase their confidence to manage effectively in the changing maritime environment.

This will be achieved through:

- Practicing key task and people management skills
- Demonstrating the impact of selecting an appropriate management style for each situation
- Providing feedback on individual and team performance

Programme Design

The programme is based around a series of practical tasks and case studies completed in teams. Each task is designed to reinforce the learning from the previous task and to introduce a new skill, so that the activities become progressively more challenging as the programme develops. There are also theory sessions to explain management concepts and to enable participants to understand how their personal style and preferences influence the way in which they work with others.

The programme uses Kolb's Learning Cycle as a foundation with every team being observed in carrying out the tasks and receiving feedback. This allows each team to identify their own learning from each task and to plan how they will develop their approach for the next task. The emphasis is on feedback and development rather than assessment and every participant will have the opportunity to observe a team in action and provide feedback. The design means that each team can observe and monitor their own performance and improvement during the course.

**The Programme is offered as a 5 day open course
or can be run in-house at times and locations agreed with the client.**

Maritime Management Development Programme

Day 1

- Introduction
 - ~ Welcome and administration
- Introduction to Management
 - ~ "Ideal Manager" exercise
 - ~ Management framework
- Task Management
 - ~ Form teams
 - ~ Exercise - "Vehicles"
 - ~ Team presentations and review

Day 2

- Review of Day 1
- Task Management
 - ~ PACE model
- Communications
 - ~ Communication methods
 - ~ Questioning skills
 - ~ Exercises - "Fred" and "Winch"
- Setting Objectives
 - ~ Importance of objectives
 - ~ SMART objectives
 - ~ OSCA model for writing objectives
- Situation Management
 - ~ Situational Management Model
- Human Limitations
 - ~ What are fatigue and stress
 - ~ Short term and long term impacts
 - ~ Symptoms
 - ~ Approaches to support
- Working with others - introduction
 - ~ Introduction to Myers Briggs Type Indicator

Day 3

- Review of Day 2
- Managing Change
 - ~ Introduction to change
 - ~ Reasons and barriers
 - ~ Stages and common responses to change
 - ~ Exercise - "Site - Centre"
- Coaching and Mentoring
 - ~ Definitions
 - ~ Introduce the coaching scale
 - ~ Introduce the performance coaching model

Day 3 (continued)

- Time Management and Planning
 - ~ Introductory planning activity
 - ~ Effective prioritisation
 - ~ Key time management tools
 - ~ Personal time review
- Problem Solving and Decision Making
 - ~ Similarities and differences
 - ~ Stages and key skills
 - ~ Exercise - "Production Problem"

Day 4

- Review of Day 3
- Working with Others
 - ~ Introduction to Myers Briggs Type Indicator (MBTI)
 - ~ Exercises to demonstrate impact of type preference
- Managing a Team
 - ~ What is a team
 - ~ Benefits and drawbacks of a team approach
 - ~ Stages in team development and types of teams
 - ~ Exercise - "Tiger house"
- Culture and Diversity
 - ~ Diversity we need to manage us and others
 - ~ Practical cultural differences
 - ~ Managing difference
- Meetings and Presentations
 - ~ Similarities and differences
 - ~ Preparing, managing and recording meetings
 - ~ Preparation and delivery of a presentation
 - ~ Golden rules

Day 5

- Review of Day 4
- Appraisals
 - ~ Aim of appraisal
 - ~ Structure of an appraisal
 - ~ Preparation of an appraisal
 - ~ Questions for each stage
- Concluding Exercise
 - ~ Exercise - "Garden Path"
- Conclusion
 - ~ Group evaluation and feedback
 - ~ Present certificates
 - ~ Evaluations forms
 - ~ Close