

FOUNDATION SKILLS FOR NEW MANAGERS

(two day programme)

Managers are the most critical resource in any organisation yet are often ill-prepared to the challenge they face.

This action-packed two-day programme provides a very practical and solid set of foundation skills for the new manager; builds both confidence and competence.

PREPARATION

- Clips and short article on the nature of management
- Personal “career timeline” exercise, to map career to date

PROGRAMME CONTENT

- Transitioning to a management role
- Understanding what really matters in your business
- What motivates people
- Time management
- Giving and receiving feedback
- Setting and monitoring objectives
- Creating a positive culture
- Developing my management style
- Delegation
- Looking after yourself
- Developing others

KEY OUTPUTS

- Confidence to transition to a management role
- Clarity on core expectations of the “good manager”
- Practical guidance and rehearsal of key management activities around objective setting, giving feedback, inspiring others
- Personal survival kit to build sustainable resilience

ORGANISATIONAL VALUE

- Accelerated capability of new managers to provide confident and efficient leadership to others
- Opportunity to embed organisation-specific values and behaviours in line with your strategy, and to implement through engaged managers

PERSONAL VALUE

- Develop professional management skills
- Share experience to date and feel supported in your new role
- Use a number of key management tools to increase managerial effectiveness