

# Module 01

## Management & Leadership Skills For Managers

**Management and Leadership** skills are crucial for every person in a managerial position. The lack of management and leadership skills may cause ineffective planning, misunderstanding among the team, work overload and difficulties in work implementation as well as employee performance management. This interactive training course will help managers to improve their work effectiveness and efficiency by enhancing their planning skills, people skills, communication skills and problem-solving and decision-making skills.

### TOPICS INCLUDED :



#### **MODULE 01: Understanding Management Essentials**

- Why Management?
- Four Basic Functions of Management
- Roles of Managers
- How to Become a Successful Manager?



#### **MODULE 02: Managing Productivity**

- Becoming a Productive Individual and Team
- Managing Time Effectively: Techniques and Tools
- Effective Planning: Techniques and Tools
- Achieve more with less: Techniques and Tools
- Delegation: Techniques and Tools



#### **MODULE 03: Understanding Leadership Essentials**

- Importance of Leadership
- Six traits of Leadership
- Leadership Styles and Effective use of each style
- Becoming a High Performing Leader



#### **MODULE 04: Developing Leadership Skills**

- Communication and Interpersonal skills
- Employee Motivation skills
- Problem Solving and Decision Making skills

## Course Structure

This certificate course in Management and Leadership Skills for Managers is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

This Management and Leadership Skills training course is for Supervisors and Managers who have recently been appointed as managers and anyone who is new to the role of managing or supervising people or who has been in the role for a while but has not had formal training.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Understand the importance of management and leadership.
- Understand the roles and functions of a manager.
- Know the skills needed to become an effective manager and leader.
- Be able to use techniques and tools to manage for productivity.
- Better communicate with people in the organization.
- Manage people effectively.
- Solve the problem and make decisions effectively.



# Course Fee

The most affordable course to acquire valuable knowledge and skills to unlock your HRM potential.



## FULL COURSE

Enroll full course and master your HR management skills to the fullest.



## SINGLE MODULE

Select and pay for any single module course(s) specific to your area of interest and needs.



## 20% DISCOUNT

Join the FULL Course or any SINGLE MODULE, ONLINE via zoom and get an additional 20% discount

### Full Course Fee

**825\$**

Normal Price

**725\$**

Early Bird

### Per Module Fee

**195\$**

Normal Price

**175\$**

Early Bird

*Join us and equip yourself with the knowledge and skills needed to launch a career in Human Resources or boost your skills like communication, conflict resolution, and problem-solving, etc., as a HR professional. At EDI, we are committed to professional development and help you stay up-to-date on the latest trends and best practices.*

## Contact Us For More Information :

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