

HIGH DEMAND TOP 10 COURSES



MANAGEMENT AND LEADERSHIP SKILLS FOR NEW 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 skill, communication skills and problem-solving and decision-making skills.

■ Course Objective

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 Structure

The 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.

■ Course Outline

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

■ Who Should Attend?

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