

# MANAGEMENT SKILLS FOR NEW MANAGERS

**LENGTH**

1 Day

**FORMAT**

Live

Think of the leaders you most admire. They seem to easily juggle competing demands, confidently motivate their teams to achieve optimum results, effectively navigate across the organization, and never lose their composure. These executives make the job look simple – but, especially for those making their transition from individual contributor to new manager, it's not.

Through relevant readings, case discussions, and introspective exercises, you will gain a broader and deeper understanding of organizational culture and dynamics, management best practices, the role of the manager, and the nature of influence.

**LEARNING OUTCOMES**

After taking this course, you should be able to:

- transition from a team member into a team leader
  - tailor your management approach for each individual member in your team
  - boost your team's performance through effective leadership
- 

**COURSE OUTLINE****Stepping Into Management**

- Your Role As A Manager
- 6 Human-Centered Management Habits
- The Critical Gap Between Managers & Leaders

**Management Fundamentals**

- Handling Difficult Conversations
- Discipline Issues
- Providing Individual Feedback

- Delegation & Resource Allocation
- Managing Upward

**Running A High-Performing Team**

- Mastering The 1-on-1 Meeting
- SMART Goals & KPIs
- Tailoring Your Management Approach To Your Team Members
- Career Mapping & Succession Planning
- Exercise: The Manager's Map

**Becoming A Leader**

- Engaging & Motivating Your Team
- Earning Your Team's Respect
- Developing Coaching Skills
- Strategy Planning
- Exercise: Strategy Planning

**(Optional) Role Play**

- Handling Difficult Conversations
- Leading An Effective 1-on-1
- Giving & Receiving Feedback