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What is Management Skills for New Managers Training?

The move from completing your own personal tasks to managing the workload of others can often be daunting.

This comprehensive 1 day Management training course gives a thorough overview of the new skills and techniques you need to master in order to succeed with confidence as a New Manager.

We use real world scenarios to cover the skills required to make the adjustment from working alongside your colleagues to managing and motivating them to work for you.

We also provide private and in-company **Management Skills for New Managers courses.** Call +44 (0)1273 622272 to discuss.

Management Training

Course Objectives

After attending this Management training course you will have the confidence to:

- Start a new role as a manager
- Delegate effectively to your team
- Motivate others
- Manage how others use their time and resources
- Make the switch from working alongside colleagues to managing them

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Managing Yourself

The Role of the Manager

- Descriptions of the role of manager
- What do effective managers do?
- Action centred leadership

Management v. Leadership

Communication skills

- What makes someone difficult
- The communication process
- Effective communication
- Communication impact
- Verbal communication
- Non-verbal communication
- Body Language

Time Management

- Typical procrastinators & time wasters
- What am I here for?
- Establishing priorities
- The Time Management Grid
- Principles for effective personal time management
- 30 ways to make more time

Decision Making

Personal action plan

Managing Others

Others

Delegation

- What is delegation
- Do you need to delegate more?
- The advantages of delegation
- Why managers don't delegate
- What to delegate

Performance Management Appraisal

- The managers role
- The performance appraisal cycle

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Conflict Management

- Identifying the different types of conflict & problems
- How do I handle conflict?
- Conflict management styles
- Systematic approach to managing conflict and solving problems
- Skills / attributes for managing conflict

Motivation

- Some well-established theories of motivation
- Team briefing

Personal action plan

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