

MANAGEMENT SKILLS FOR NEW MANAGERS

Be the boss you will like to work for

Unclear about expectations in your new role as a manager? Need to learn how to motivate disengaged employees who lack initiative? Having trouble delegating for fear of losing control?

In this hands-on, interactive seminar you'll engage in activities that take you through every aspect of motivation, delegation, Situational Leadership and coaching.

You will return to work with the ability to create a more motivational work climate to help raise the engagement and commitment level of your direct reports.. Effectively manage performance...provide corrective feedback... and achieve team success and bottom-line results. Now, you can tackle your challenge with confidence and cultivate a successful management career.

HOW WILL YOU BENEFIT

- Gain a deeper understanding of your roles and responsibilities
- Improve communication to effectively set expectation for yourself and your direct reports
- Adapt your style to the needs of individual team members
- Communicate organizational goals that get result
- Use effective coaching techniques to maximize you teams' performance

WHAT YOU WILL COVER

Your Role as Manager

- Identifying qualities and abilities required for effective management
- Understanding you role and responsibilities as manager
- Knowing how to work effectively with a multigenerational workforce
- Understanding the nuances of managing remote teams

Performance Management

- Identifying the challenges to effective performance management
- Conducting performance planning, facilitation and evaluation
- Practicing the skill of setting goals, providing effective feedback and conducting alignment discussion

Effective Communication

- Recognizing what effective communication really is
- Knowing the barrier that cause derailment and misunderstanding
- Getting a firm grasp of the five building blocks of managerial communication



- Learning to match the right communication method with your communication goal
- Identifying the challenges and practices when communication virtually

Understanding and Appreciating Situational Leadership all: The art of Influencing Others

- How to develop people, value differences and encourage honest communication
- Developing your leadership style to gain commitment from your employees
- Matching your leadership style to your employees' developmental needs

Coaching Performance

- Knowing the importance of coaching
- Practicing coaching and correcting difficult and challenging behaviors
- Identifying the differences between coaching and discipline

Creating Motivational Climate

- Defining motivation and your role in creating a motivational setting
- The cost of demotivation
- Element of the motivational process
- Creating your own practice for building a motivational climate

Delegation for Growth and Development

- Different types of delegation
- How to conduct an effective delegation conversation

WHO SHOULD ATTEND: Managers with one to three years of management experience

