

# Management Skills for New Managers

The Key Management Skills every Manager needs



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Are you a new manager? Do you want to learn the **key skills that every manager needs**? How can you **grow in your role** and your career?

You are a new manager in your company or you are stepping into a new management role. How can you lead your projects and motivate your team to achieve your goals and get things done in time? How do you communicate to your different stakeholders? How can you progress in your career?

This programme will teach you how to manage people and **gives you the skills** you need to move from being an individual contributor to a well-respected manager who can achieve team success and drive bottom-line performance.

Using guided role play, exercises and practice sessions, you will discover how to adjust your management style and tackle new challenges. In-depth management skills practice combined with interactive activities take you through the paces of **motivation, delegation, coaching, communication, performance management and leadership**.

You will be able to improve on key weakness areas, play to your strengths and get the best results from every member of your team.

## Who should attend?

Managers with one to three years of experience who are seeking additional management training.

The programme is delivered in English. Participants must have a good level of spoken business English to be actively involved in all aspects of the programme.

“The true measure of the value of any business leader and manager is performance.”

*Brian Tracy*



# How you will benefit

## How will you benefit?

After taking this programme, you will be able to:

- Fully understand your management roles and responsibilities
- Improve communication with your team and set expectations for yourself and your direct reports
- Adapt your leadership style to meet the needs of individual team members
- Communicate organizational goals that get results
- Apply delegation strategies to increase productivity and motivation
- Use effective coaching techniques to maximize your team's performance
- **Network and learn from a diverse group of peers from different functions, industries and countries**
- **Develop a personal action plan to implement back at work**
- **Learn and practice using real-world examples and role plays**

## Why is this programme different?

- Every year, over 60 business people from 20 different countries join this programme and over 95% recommend it to their colleagues.
- This programme is about you! You will get intensive feedback from your faculty and a multi-cultural group of participants.
- The programme is facilitated by an experienced senior manager who knows what it is like to work in an international business environment and how to leverage diversity to the team's advantage.
- You will bring your own management challenges and these will be addressed in the programme with solutions and input from the whole group.
- You will leave the programme with a concrete action plan to ensure you are implementing the learnings back at work and become a successful manager.

“This truly was an informative and “eye-opening” course. Not only did it teach me essentials of how to be a manager, it made me think about the type of manager that I would like to be. Truly inspirational.”

*Tulia C*



# What will you learn and practise?

This 3 day programme is highly interactive with exercises and role plays.

## Programme Highlights:

### Your Role as Manager

- Identify qualities and abilities required for effective management
- Understand your role and responsibilities as manager
- Learn to transition from individual contributor to manager
- Know how to work effectively with a multigenerational workforce
- Understand the nuances when managing remote teams and across the matrix

### Performance Management

- Identify the challenges to effective performance management
- Understand and conduct performance planning, facilitation and evaluation
- Practice the skill of setting goals, providing effective feedback and conducting alignment discussions

### Effective Communication

- Recognize what effective communication really is
- Understand the communication process
- Know the barriers that can cause derailment and misunderstanding
- Identify the relative importance of face-to-face communication
- Get a firm grasp of the five building blocks of managerial communication
- Learn to match the right communication method with your communication goal
- Identify the challenges and practices when communicating virtually

### Understanding and Appreciating Leadership: The Art of Influencing Others

- How to develop people, value differences and encourage honest communication
- Develop your leadership style to gain commitment from employees
- Match your leadership style to your developmental needs and task at hand

## Coaching for Performance

- How does coaching develop, enhance and achieve goals
- Know the requirements and importance of coaching
- Practice coaching and correcting difficult and challenging behaviours
- Identify the differences between coaching and discipline

## Creating a Motivational Climate

- Define motivation and your role in creating a motivational setting
- The cost of demotivation and disengagement
- Recognize important elements of the motivational process
- Create your own practice for building a motivational climate

## Delegation for Growth and Development

- Understand the different types of delegation
- Know the benefits and challenges of delegation
- Recognize your comfort with delegation
- How to conduct an effective delegation conversation
- Practice your delegation skills

## Booking details

 <b>Duration</b>	<b>3 Days</b>
 <b>Type</b>	<b>Classroom</b>
 <b>Price</b>	<b>€1,950</b>



**ALSO AVAILABLE AS AN  
IN-COMPANY PROGRAMME**

## Register Now

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