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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Evolving into the Managers Role



About This Course:

The manager's role is very different from that of the non-manager. Managers must be able to develop and unify team members, plan strategically, set goals, delegate responsibilities, provide meaningful and effective feedback, and communicate efficiently and effectively.

Course Objectives:

- Describe the roles that a manager has in an organization
- Identify and nurture talent in your team
- Build a management vision for success
- Combine leadership qualities and influence skills to motivate your team
- Delegate successfully for the enhancement of the team and the members

Audience:

- New managers wanting to become skilled in their management roles will benefit from this course

Prerequisites:

- None

Course Outline:

The Manager Role

- Understanding how you become a manager
- Distinguishing a manager's role from function
- Understanding interpersonal, informational, and decisional roles

Building a Shared Vision

- Defining a shared vision
- Building a strong vision
- Creating and communicating your vision

Leadership and Influence

- Determining your leadership style

- Identifying the characteristics and qualities of a leader
- Modeling the way and enabling others to act
- Understanding the purpose, the process, and the people
- Mastering the art of persuasion

Nurturing Talent

- Calibrating talent
- Articulating culture and hiring for a cultural fit
- Looking to the future ? developing and executing a plan
- Effective succession planning
- Monitoring performance

Delegation and Empowerment

- Delegating effectively
- Steps in delegation
- Stress management for managers and employees