

program outline

The New Manager



Objectives

- These modules have been designed for the person who will be moving into management within six months or for those just appointed into their first management role.
- It is designed to equip new managers with the foundation skills needed to be effective within their role.
- This program can be run as separate modules (four hours typically per module) or over a two – three day course based on the needs of the business.

Example of suggested content:

- Foundations of Managing people
- Leader of Self
- Building a high performing team
- Delegating
- Manager as coach
- Time Management & the impact on the manager

Outcomes:

- Understanding of your roles & responsibilities as manager
- Understanding the difference between management & leadership and when to lead , when to manage
- Develop an understanding of your thinking / personalty style based on the chosen diagnostic tool and the impact of your style as manager
- Be able to diagnose your teams stage of development and develop techniques & strategies for creating and maintaining effective teams
- Understand the art of delegation
- Demonstrate the GROW coaching model & understand the role that coaching plays in leadership
- Understand how self management is a critical component within managing time

We customise and tailor to your specific requirements. For more information please call us on 9844 2999 or e-mail talkforce@talkforce.com.au.