



# Course Outline

## Management for New/First-time Managers

Minimum and Maximum Learners: 06 - 16      Duration: One Day      Timings: 10:00 - 16:30

### Suitable for

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For anyone who has recently moved into a management position who wants to learn the fundamental management skills so that they can put their best foot forward.

### Aim

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To provide those who have recently become managers with the opportunity to explore this transition and provide them with some tools and techniques that will help them become effective managers.

### Learning Outcomes

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By the end of the course, you will be able to:

- ✔ **Recognise** the shift from team member to manager.
- ✔ **Clarify** what is expected of people with management roles and responsibilities.
- ✔ **Explain** and apply a range of management theories.
- ✔ **Identify** different management and leadership styles – and choose what the team needs.
- ✔ **Describe** the qualities and behaviours which make an effective manager.
- ✔ **Manage** early challenges with clarity and confidence.
- ✔ **Outline** the importance of support and supervision/1:1's and have an overview of what they should cover.
- ✔ **Delegate** confidently and effectively.

- ✔ **Use** practical communication and motivational tools.
- ✔ **Give** supportive, constructive feedback.

- ✔ **Begin** building your own leadership identity and development plan.

## Benefits of Attending

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- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

## Training Style

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This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (\*email required)

## Other Courses to consider (Visit my website for details of these and other courses)

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- ➔ Appraisal and Performance Management Skills for Managers
- ➔ Assertiveness II: Assertiveness and Me in Action (2 Days)
- ➔ Leadership Skills to Empower and Inspire (3 Days)
- ➔ Management Skills for New/First-Time Managers
- ➔ Managing Mental Health and Wellbeing in the Workplace
- ➔ Managing Volunteers
- ➔ Managing Workplace Bullying
- ➔ Support and Supervision II: Taking Your Supervision to the Next Level (2 Days)
- ➔ Teambuilding – Getting Everyone to Pull in the Same Direction
- ➔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)

