

Evolving into the Manager Role 3 day

In this course, students will learn how to confidently acquire and build these skills through relevant discussions, team and individual activities.

Learning Objectives

After completing this course, students will know how to:

- Describe the roles that a manager has in an organization
- Identify and nurture talent in your team
- Build a management vision for success
- Create strategies to motivate and empower your team
- Combine leadership qualities and influence skills to motivate your team
- Plan and manage effective meetings

COURSE OUTLINE

1 - THE MANAGER'S ROLE

- Distinguishing a Manager's Role from Function
- Understanding Interpersonal, Informational, and Decision Roles

2 - BUILDING A SHARED VISION

- Defining a Shared Vision
- Building a Strong Vision
- Creating and Communicating a Vision Statement
- Identifying Benefits of Your Vision

3 - LEADERSHIP AND INFLUENCE

- Identifying the Characteristics and Qualities of a Leader
- Modeling the Way and Enabling Others to Act
- Encouraging Your Inner Innovator and Mastering the Art of Persuasion
- Creating Mutual Respect
- Effectively Communicating and Reasoning with Others

4 - NURTURING TALENT

- Calibrating Talent
- Finding and Nurturing the Attributes that Meet Your Requirements
- Articulating Culture and Hiring for a Cultural Fit
- Looking to the Future – Developing and Executing a Plan
- Succession Planning
- Creating and Fostering Employee Engagement
- Coaching, Training, and Development

5 - DELEGATION AND EMPOWERMENT

- Working with Workgroups and Teams
- Delegating
- Progress Tracking and Reviewing Results

6 - BUILDING A BETTER MEETING

- Planning and Preparing a Meeting
- Identifying Proper Participants
- Creating an Agenda
- Evaluating the Use of Technology