



## NEW TO MANAGEMENT? AN INTRODUCTION FOR FIRST TIME MANAGERS

### INTRODUCTION

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This training is designed to support first time managers or those requiring an introduction to the fundamentals of management skills and knowledge.

Suitable for managers new to the role, those about to be promoted or those seeking to strengthen and revise their management skills base.

### DESCRIPTION

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This is a two day training course that will cover:

- The qualities of a successful manager—behaviours and skills.
- Effective management of time—planning, scheduling, delegating under pressure.
- Leading people and building teams—team stages of development and the leadership styles required
- Managing performance - SMART targets, feedback and handling difficult situations
- Managing change—leading through change

**This two day module can be adapted as required to suit a one day program**

### OBJECTIVES

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You will learn:

- To avoid the common mistakes made by first time managers
- To manage time effectively
- To plan and structure priorities
- How to maintain your own and others motivation
- How to manage performance and give constructive feedback