

The Management Essentials

Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success

Date	Venue	Fees
17 - 21 Feb 2019	Dubai	\$5,950
28 Apr - 02 May 2019	Dubai	\$5,950
15 - 19 Jul 2019	Houston	\$6,950
16 - 20 Sep 2019	London	\$5,950
08 - 12 Dec 2019	Dubai	\$5,950

Training Course Overview

Being new to management presents you with a whole host of issues and concerns. From difficult employees to demanding bosses, you can never predict where your next problem comes from. As a manager, you will be challenged and tested every day and you will have to solve problems – quickly and effectively. This Anderson training course introduces you to invaluable tools and techniques that make management easier offering tips to avoid the common mistakes that can arise. Give yourself the chance to succeed and win the respect of those you lead and those who lead you. This interactive training course offers a safe environment in which to practice field proven techniques and learn the “essentials” that lead to management success.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Review personal competence and identify areas for development
- Comprehend the value of the performance management process to raise performance and build relationships
- Build your personal credibility through communicating with power, influence and impact
- Manage situations of potential conflict with tact and diplomacy
- Delegate, prioritise, and allocate resources appropriately to meet team and organisational need

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course.



Designed for

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Employees about to undertake supervisory or management positions
- Supervisors who are interested in building their management skills
- Team Leaders, site, operations and production supervisors
- First time Managers with no formal management training
- Employees identified as ‘high potential’ future managers

Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- How to make the transition into management: expectation, fears, aspirations and needs
- Your personality type and its impact on management style
- Avoiding the common mistakes made by newly appointed managers
- Performance management as a tool for directing, monitoring and developing.
- How to communicate with power, impact and influence
- Conducting successful performance reviews
- How to create the high performing team
- How to handle difficult conversations and manage the conflict zone
- Techniques for coaching employees to raise performance
- Managing your time effectively and delegating to motivate

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