



## The Leadership & Management Transition

Developing Great Leadership & Management Capabilities

### ► Upcoming Sessions

20-31 May 2024	Paris - France	\$11,900
15-26 Jul 2024	London - UK	\$11,900
09-20 Sep 2024	Istanbul - Turkey	\$11,900
04-15 Nov 2024	Dubai - UAE	\$11,900
24 Feb-07 Mar 2025	Dubai - UAE	\$11,900

### ► Training Details

#### Training Course Overview

To be effective as a manager of people requires a combination of leadership and management capabilities. This is equally the case for supervisors, middle management and senior management. Gaining appropriate skills early in one's working life provides the foundations for future career development. As one transitions from a functional role to a managerial role, the focus of work changes from doing everything oneself to enabling others to deliver. Understanding theory and gaining confidence in practice leads rapidly to greater effectiveness. This Anderson course offers opportunities to develop leadership and management capabilities at a crucial stage in delegates' careers.

#### The Structure

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day training courses.

Module 1 - [The Leadership Transition](#)

Module 2 - [The Management Transition](#)

#### Training Course Objectives

This 10-day Anderson training course offers delegates opportunities to learn about leadership and management theories and discover how to apply them according to needs in different situations. Packed with many practical exercises and a safe environment in which to practice new skills, delegates will:

- Understand the value of excellent leadership and management skills
- How to become an effective leader of people
- A deeper self-awareness leading to greater confidence and capabilities in managing resources
- Develop strategic thinking and problem-solving abilities
- Develop greater organisational awareness: the need to build networks, communicate effectively and meet customer expectations

## Designed For

This Anderson training course is suitable for a wide range of professionals who are in the process of transitioning to roles needing greater leadership and managerial capabilities. For example:

- ▶ Employees about to progress into supervision or management
- ▶ Current Supervisors who are interested in building their management skills
- ▶ Team Leaders, site, operations and production Supervisors
- ▶ First time Managers yet to receive management training
- ▶ Young employees identified as 'high potential' future Managers

## ▶ Training Details

### Module 1 - The Leadership Transition

#### Day One: Developing You as a Leader

- ▶ Effective leadership, adapting styles to meet the needs of those they will manage
- ▶ Making the transition from peer to leader
- ▶ Leadership behaviours
- ▶ The skills and qualities of an effective leader
- ▶ Understanding, establishing and maintaining authority
- ▶ Business awareness, understanding the 'Bigger Picture'

#### Day Two: Leading Others

- ▶ Motivating the team and gaining commitment to objectives and targets, providing feedback and support
- ▶ Motivation from an organisation, leadership and individual perspective
- ▶ Setting SMART objectives and performance standards
- ▶ How to plan activities to meet organisational requirements
- ▶ Delegating, problem solving and decision making

#### Day Three: Effective Working Relationships

- ▶ Formal and informal working relationships
- ▶ Internal and external contacts and relationships
- ▶ Working with teams across the organisation
- ▶ Emotional Intelligence
- ▶ Building relationships with stakeholders
- ▶ How our behaviours impact on others and how to act positively to demonstrate trust and respect for individuals

#### Day Four: Developing Personal Presentation and Communication Skills

- ▶ How to prepare, deliver and answer questions about a presentation
- ▶ Three keys to effective speaking:
  - ▶ Thorough preparation
  - ▶ Good delivery
  - ▶ Overcoming nervousness
- ▶ Skills of giving feedback to the team and management
- ▶ Communicating effectively with all stakeholders, internal and external to the organisation

#### Day Five: Building Confidence as a Leader

- ▶ Recognise own personal strengths and weaknesses as a leader and learn from experience whilst planning personal development to improve own performance and leadership skills
- ▶ How to build resilience and manage stress
- ▶ Three Sources of Resilience – Model
- ▶ Building a strong support network
- ▶ Personal Development and Action Planning

### Module 2 - The Management Transition

## Day Six: The Tasks and Responsibilities of Management

- ▶ Defining the role of management (Mintzberg)
- ▶ Leader and manager?
- ▶ The challenges of a new role
- ▶ Key competences of managers at different levels (CMI)
- ▶ Understanding my Strengths and Weaknesses
- ▶ What type of boss will I be?

## Day Seven: Leading a Team Effectively

- ▶ Understanding the internal context: Organisation's vision, purpose and aims
- ▶ How the external context impacts the organisation
- ▶ Setting and aligning team objectives
- ▶ Gaining skills in communicating team direction and purpose
- ▶ Belbin Team Roles
- ▶ Embracing diversity and challenge

## Day Eight: Managing People

- ▶ The HR cycle: Recruitment, Induction, Training & Development, Career Options or Exit
- ▶ The role of manager v role of HR
- ▶ Performance Reviews: Past and Future
- ▶ Motivating for performance and outcomes
- ▶ Coaching methods and skills
- ▶ Managing conflict

## Day Nine: Managing Resources

- ▶ Managing projects: Planning, Implementing and Reviewing
- ▶ Assessing and managing risks
- ▶ Setting budgets
- ▶ Managing information
- ▶ Reporting, controlling and adjusting
- ▶ The process of continuous improvement

## Day Ten: Solving Problems and Making Decisions

- ▶ Understanding and engaging stakeholders
- ▶ Creative problem solving and problem-solving techniques
- ▶ Decision making processes
- ▶ Analysing problems, gathering and interpreting data
- ▶ Implementing action plans and communicating decisions
- ▶ The Monkey Rule: Achieving goals through the effort of others

## ▶ The Certificate

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

## ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

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