

5 Days

The Management Essentials

Effectively Communicate, Delegate & Manage Priorities to Achieve Management Success

Upcoming Sessions

05-09 Aug 2024	Online	$3,950
14-18 Oct 2024	Online	$3,950
03-07 Feb 2025	Online	$3,950

Training Details

Online 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 online 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 online training course offers a safe environment in which to practice field proven techniques and learn the “essentials” that lead to management success.

Online Training Course Objectives

By attending this Anderson online 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

Designed for

This Anderson online 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 Details

Day One: Agile Management in the New Normal

- Making the transition into management: new skills, fears and expectations
- Key accountabilities. Responsibilities, Accountabilities
- The Boss I want to become - Competencies, behaviours and priorities
- Changing Perceptions, New Demands and Enlightened management
- Applying theoretical models

Day Two: Managing Performance of Self and Others

- What style of management does my organisation require?
- Psychometric assessment on my preferred management style
- Driving continuous change for improvement and creative agility
- Clarifying Organisational and Team Purpose
- SMARTER objectives for the 21st century
- Assertive behaviour and successful performance reviews

Day Three: The Dynamic Team: Focus, Solutions and Outcomes

- Creating the Highly Effective Teams: in house and remote
- Characteristics of Dysfunctional teams
- Generational issues, diversity, challenge and harnessing potential
- Team audit: evaluating current performance to initiate future targets
- Utilising Collective Wisdom solve problems issues and crisis
- Managing Change, the “What if” Factor., Transition and Crisis

Day Four: Motivational Mindsets: Performance = Motivation + Competence

- Motivation to Engage: Scope, Support, Connection, Voice
- Communication to Connect, Clarify, Convince and Convey
- Constructive feedback, conflict and handling difficult conversations
- Coaching for individual and team success.
- Review of practice: How well do I motivate my people?
- Ten things the great boss does every day

Day Five: Prioritization in the New Normal and Digital Age

- The global pandemic: impact and learnings
- What are my key deliverables post pandemic?
- The Golden Rule: achieving goals through the effort of others
- Delegation for Development. How well do I delegate?
- Presentation skills: Inform, Illustrate, Influence, Impact, Initiate
- Action planning for post workshop improvement

Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

The Certificate

An Anderson e-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

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

Email: inhouse@anderson.ae

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