

FIRST TIME MANAGERS

1-Day Program



This course is designed to help employees who have moved from being an individual contributor to a managerial role. First Time Managers need to present self as a Role Model for others as productivity is heavily dependent on first time managers' skills to handle frontline. This training by DOOR helps newly promoted managers to learn important skills that will enable them to play a managerial role with effectiveness and confidence.

First Time Managers



Topics

- + Prepare self for the change
- + Management is a tough balancing act
- + Orientation on skills for success as a manager
- + Become a people's manager
- + Building and managing high performance teams
- + Practice learnt skills

Training Objectives

At the end of this training you will be able to:

- 1 Understand the shift in role from individual contributor to manager.
- 2 Sharpen skill sets for effective self-management.
- 3 Learn skills to be an effective people and task manager.

Duration

1 Day

#NEW MANAGERS HAVE THE POWER TO EFFECT CHANGE, MAKE AN IMPACT, AND GUIDE THE TEAM TO BIGGER AND BETTER THINGS.

Program Schedule

DAY ONE

Prepare self for the change

- + Transitioning from team member to team manager
- + Develop business perspective
- + Managing apprehensions/ anxiety of failure/ unknown/ dynamic environment
- + Introspect on one's strengths and weaknesses

Management is a tough balancing act

- + Understand management
- + The mindset of a manager/leader

Orientation on skills for success as a manager

- + Planning and organizing

- + Collaborate across and beyond the organization

- + Results Orientation
- + Critical thinking
- + Communication
- + Handling stress

Become a people's manager

- + Training and motivating people
- + Feedback

Building and managing high performance teams

- + How teams become effective

Practice learnt skills – Role Plays

Action Plan

More information

If you would like to discuss any one of our programs please contact us.

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