

BASIC MANAGERIAL SKILLS

MAL004

COURSE DESCRIPTION

The success of a manager is measured not simply by his individual contribution, but by how well he gets the work done with and through others. This training course provides practice in the skills every new manager must have to allocate resources, manage people and organize time and processes to achieve success.

COURSE GOAL

To enhance the participants' Knowledge, Abilities and Skills necessary to understand how business trends affect the way they manage and identify the skills they need to keep up with these changes.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Gain a deeper understanding of manager's roles and responsibilities.
- Adapt his leadership style to meet the needs of individual team members.
- Understand how to delegate.
- Employ the coaching model.
- Identify the factors that motivate the manager and his employees.

WHO SHOULD ATTEND

- Newly appointed managers.
- Employees who will be promoted as a supervisors or managers.

COURSE DURATION

5 Working Days

COURSE OUTLINES

- The roles and responsibilities of manager.
- Situational Leadership.
- Effective communication – within and outside the organization.
- The steps to take for successful delegation.
- Coaching as a management tool to improve performance.
- Motivation: the key factors that motivate the manager and his employees.