

# KEY MANAGERIAL SKILLS FOR NEW MANAGERS AND SUPERVISORS

## COURSE OVERVIEW

The "Key Managerial Skills for New Managers and Supervisors" course is designed to equip individuals transitioning into managerial and supervisory roles with essential skills and knowledge to excel in their new positions. Over five days, participants will develop a comprehensive understanding of key managerial concepts, explore effective leadership techniques, and acquire practical skills to successfully navigate the challenges of their roles. Through interactive discussions, case studies, and experiential activities, participants will gain the confidence and capabilities needed to become effective managers and supervisors.

## TARGET COMPETENCIES

- Strategic Thinking and Analysis
- Environmental Scanning and SWOT Analysis
- Setting Strategic Goals and Objectives
- Strategy Formulation and Choice
- Strategic Planning Process and Implementation
- Decision-making for Strategic Alignment
- Communication and Collaboration for Strategic Execution

## COURSE OBJECTIVES

By completely attending this course, participants will learn how to:

- Understand the role and responsibilities of managers and supervisors in an organizational context.
- Develop essential leadership and communication skills to motivate and inspire team members.
- Acquire techniques for effective decision-making and problem-solving in managerial roles.
- Build skills in delegation, time management, and priority setting.
- Develop strategies for managing conflicts and fostering a positive work environment.
- Cultivate techniques for providing feedback, coaching, and performance management.
- Gain insights into self-awareness and personal development for continuous growth as a manager.

## TARGET AUDIENCE

- New Managers: Recently promoted, learning managerial duties.
- Supervisors: Upgrading skills for broader roles.
- Team Leaders: Focused on team performance.
- Aspiring Managers: Preparing for managerial roles.
- Professionals in Transition: Shifting to management.

To register or for complete course information

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# **COURSE METHODOLOGY**

The course employs a combination of interactive lectures, group discussions, case studies, role-plays, and experiential activities. Participants will engage in practical exercises to apply learned concepts and receive feedback for skill enhancement. The course encourages active participation, knowledge sharing, and networking among participants. Real-world scenarios and examples will be used to facilitate understanding and practical application of key managerial skills.

## **COURSE OUTLINE**

### **INTRODUCTION TO MANAGERIAL ROLES AND RESPONSIBILITIES**

- Understanding the role of managers and supervisors.
- Key skills and competencies for successful management.
- Transitioning from individual contributor to manager.
- Key differences and challenges in managerial responsibilities and mindset.
- Setting expectations and establishing credibility as a new manager.

### **LEADERSHIP AND EFFECTIVE COMMUNICATION**

- Leadership styles and their impact on teams.
- Building effective communication and interpersonal skills.
- Motivating and inspiring team members.

### **TEAM BUILDING AND MOTIVATION**

- Building cohesive and high-performing teams as a manager.
- Motivating and inspiring team members to achieve goals.
- Resolving conflicts and fostering a positive team culture.

### **DECISION-MAKING AND PROBLEM-SOLVING**

- Techniques for effective decision-making.
- Problem-solving strategies and critical thinking skills.
- Balancing risks and opportunities in decision-making.

### **DELEGATION, TIME MANAGEMENT, AND PRIORITY SETTING**

- Delegation techniques for efficient workflow.
- Time management strategies for managers.
- Setting priorities and managing multiple tasks.

### **EMOTIONAL INTELLIGENCE AND LEADERSHIP**

- Developing emotional intelligence as a manager
- Leading by example and inspiring trust in team members
- Adapting leadership styles to different situations and individuals

### **EFFECTIVE MEETINGS AND COLLABORATION**

- Planning and conducting productive meetings as a manager.
- Facilitating collaboration and effective teamwork.
- Engaging team members and promoting active participation.

### **CONTINUOUS LEARNING AND PROFESSIONAL DEVELOPMENT**

- The importance of continuous learning and self-development for managers.
- Identifying opportunities for growth and acquiring new skills.
- Establishing a personal development plan as a manager.

### **CONFLICT RESOLUTION, FEEDBACK, AND PERFORMANCE MANAGEMENT**

- Managing conflicts and fostering a positive work environment.
- Providing constructive feedback and coaching for performance improvement.
- Performance management techniques and goal setting.

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