

THE MAKING OF A MANAGER

COURSE OVERVIEW

The "Making of A Manager" course is designed to equip aspiring managers with essential skills and knowledge required for effective leadership and management. Participants will explore the key functions of management, including planning, organizing, leading, and controlling. Through interactive activities and practical exercises, attendees will learn how to communicate effectively, motivate teams, and make informed decisions. By the end of the course, participants will be empowered to transition from individual contributors to effective managers who can drive team performance and achieve organizational goals.

TARGET COMPETENCIES

- Effective Leadership
- Team Motivation
- Decision Making
- Communication Skills
- Performance Management

COURSE OBJECTIVES

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

- Define the roles and responsibilities of a manager.
- Develop effective leadership strategies for teams.
- Apply decision-making techniques in managerial situations.
- Communicate clearly and persuasively with team members.
- Motivate and engage employees to enhance performance.
- Implement performance management practices effectively.
- Recognize the importance of team dynamics in management.
- Foster a positive organizational culture.

TARGET AUDIENCE

This course is aimed at individuals preparing for managerial roles, including team leaders, supervisors, and professionals seeking to enhance their management capabilities. Participants may come from various sectors and backgrounds, looking to develop foundational skills necessary for successful management.

COURSE METHODOLOGY

The course utilizes a blend of lectures, case studies, group discussions, and hands-on activities to facilitate practical learning and application of management concepts.

COURSE OUTLINE

EFFECTIVE LEADERSHIP

- Understanding the fundamentals of leadership.
 - Defining leadership versus management.
 - Exploring different leadership styles and their impacts.
 - Recognizing the traits of effective leaders.
- Developing personal leadership skills.
 - Setting personal leadership goals.
 - Practicing self-assessment and reflection.
 - Creating a leadership development plan.

TEAM MOTIVATION

- Importance of motivation in team performance.
 - Understanding intrinsic and extrinsic motivators.
 - Identifying common motivational challenges.
 - Recognizing the role of recognition and rewards.
- Techniques for motivating teams.
 - Setting clear and achievable goals.
 - Encouraging autonomy and ownership.
 - Fostering a supportive team environment.

DECISION MAKING

- Understanding the decision-making process.
 - Identifying types of decisions in management.
 - Exploring the impact of data and analytics.
 - Recognizing cognitive biases in decision making.
- Techniques for effective decision making.
 - Analyzing alternatives and assessing risks.
 - Implementing decision-making frameworks.
 - Practicing group decision-making strategies.

COMMUNICATION SKILLS

- Importance of effective communication in management.
 - Understanding verbal and non-verbal communication.
 - Identifying barriers to effective communication.
 - Exploring the impact of active listening.
- Techniques for improving communication skills.
 - Crafting clear and concise messages.
 - Practicing feedback techniques.
 - Engaging in effective team meetings.

PERFORMANCE MANAGEMENT

- Understanding performance management concepts.
 - Defining performance metrics and KPIs.
 - Recognizing the role of regular feedback.
 - Exploring the importance of performance reviews.
- Techniques for effective performance management.
 - Setting SMART goals for team members.
 - Implementing coaching and development plans.
 - Encouraging continuous improvement and learning.

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To register or for complete course information

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