training
coaching
mentoring
counselling

Title

DEVELOPMENT COURSE FOR MANAGERS

Description & Objective

In this program, participants focus on developing and applying managerial skills. For most participants this program will very different from any that they have taken before. Participants will develop an awareness of their own management skills levels and systematically working through a number of readings, cases, and exercises that lead them to become more effective. The program will be highly interactive, and participants will be given theoretical as well as practical examples to learn about the important skills required for a manager to manage effectively.

Content/Outline

- Self-awareness
- Goal Setting
- Time Management
- Stress management
- Communication Skills
- Effective Listening
- Creative problem solving
- Leadership Skills - Gaining power and influence
- Team building
- Handling Difficult People
- Delegating and Empowering
- Developing a Positive Attitude
- Conflict Management
- Creating a Motivating Workplace