

## Evolving into the Manager Role

### Overview

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In this course, students will learn how to confidently acquire and build these skills through relevant discussions, team and individual activities.

### Target Audience

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New managers wanting to become skilled in their management roles.

### Course Objectives

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After completing this course, students will know how to:

- Describe the roles that a manager has in an organization
- Identify and nurture talent in your team
- Build a management vision for success
- Create strategies to motivate and empower your team
- Combine leadership qualities and influence skills to motivate your team
- Plan and manage effective meetings

### Course Outline

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#### 1 - The Manager's Role

Distinguishing a Manager's Role from Function  
Understanding Interpersonal, Informational, and Decision Roles

#### 2 - Building a Shared Vision

Defining a Shared Vision  
Building a Strong Vision  
Creating and Communicating a Vision Statement  
Identifying Benefits of Your Vision

#### 3 - Leadership and Influence

Identifying the Characteristics and Qualities of a Leader  
Modeling the Way and Enabling Others to Act  
Encouraging Your Inner Innovator and Mastering the Art of Persuasion  
Creating Mutual Respect  
Effectively Communicating and Reasoning with Others

#### 4 - Nurturing Talent

Calibrating Talent  
Finding and Nurturing the Attributes that Meet Your Requirements  
Articulating Culture and Hiring for a Cultural Fit  
Looking to the Future – Developing and Executing a Plan  
Succession Planning  
Creating and Fostering Employee Engagement  
Coaching, Training, and Development

#### 5 - Delegation and Empowerment

Working with Workgroups and Teams  
Delegating  
Progress Tracking and Reviewing Results

#### 6 - Building a Better Meeting

Planning and Preparing a Meeting  
Identifying Proper Participants  
Creating an Agenda  
Evaluating the Use of Technology

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