

Evolving into the Manager Role

Overview

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

Target Audience

New managers wanting to become skilled in their management roles.

Course Objectives

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

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
