



MANAGER THE LEADER

TIME	TOPICS	TIME	TOPICS
0900 - 1000	Developing confidence & motivation Time management / task management Team management / stress management	1400 - 1500	Understanding & learning work delegation techniques to empower subordinates & be able to gain trust of them by sharing your work.
1000 - 1100	Communication: Objectives, relationships, Ego states, body language, effective listener, Negotiation, decision making, problem solving.	1500 - 1600	The concept of service leadership. Leadership ethics, values and manners Setting an example for others to follow
1100 - 1200	Learning two way - communication Improving personal, professional, formal & informal presentation at work.	1600 - 1630	Leading by coaching - developing your team Transforming followers into future leaders Developing emotional, intellectual & analytical skill
1200 - 1300	The use of empowerment techniques Ability to think & act outside your comfort zone Learning two way - communication	1630 - 1700	Creating a self - image of a social leader Brainstorming / questions & answers Participants feedback / certificate distribution

COURSE OVERVIEW

If you are a manager it's likely that you got that position because you were an excellent individual contributor. You did good work and you got it done on time. Now as a manager you have been asked to play a larger role. Some of the qualities and know-how that accounted for your earlier success will help you very little in that new role.

Your success as manager and leader will be determined by other capabilities; your ability to hire, train & retain good people; to motivate & develop the potential of each member of your team; to create winning strategies & control budgets; to understand financial statements and so on. In this course we will help you to transform yourself into the larger role of a leader rather than a mere conventional manager.

COURSE BENEFITS

Participants are going to get following learning benefits by attending this training course.

- ▶ They will learn management & leadership skills that will help them to excel in a 21st century organizations.
- ▶ They will learn to deal with teams and individuals so as to maximize the efficiency and productivity of the organization.
- ▶ They will learn how to manage the relationships with all the stakeholders of your organization.

WHO SHOULD ATTEND

Any manager that has responsibility for managing the performance of employees

First time & middle managers who want to expand their skills & understanding of management & leadership.

Non business graduates who want a better understanding of matters relating to the management and leadership of organizations.

Professionals to be promoted to managers soon.