

Essential Management Skills

Making the move from an individual contributor role to a manager of others is the biggest career change an employee is likely to struggle with. That's because that first "turn in the pipeline" requires an entire new set of skills, tools, and attitudes that are different.

Essential Management Skills is a multi-day class that addresses many of the key skills a new first-line leader will need to manage the team. This program starts with an understanding of self, then expands to one-on-one situations like communication, feedback and development. After that, we go one level broader and look at teams and team performance; and then ultimately the team's role in the broader organization.

Our curriculum starts with a baseline of fundamental skills but can be expanded to include your company's specific front line leader development requests.

MODULES:

- Leadership Styles (choose from MBTI®, Social Styles, DiSC)
- Communicating Effectively (Ask/Tell/Listen)
- Giving Feedback
- Delegation
- Working with Teams

PROGRAM LENGTH:

Minimum two full days

Can be delivered in four half-day increments

There are many delivery options available for "dosing out" this curriculum

TARGET AUDIENCE:

New first-line leaders and managers.

ADDITIONAL COMMENTS:

This program can be extended to include more topics and modules as needed.