



Fundamental Skills for Managers

Course Description

Fundamental Skills for Managers is to ensure that new and seasoned managers feel confident and competent in this role that requires a unique set of skills to manage and lead others effectively.

Outcomes:

- An employee/manager relationship based on trust and respect
- A team that understands their purpose and direction
- A motivated team and the knowledge of how to shift your style
- Efficient meetings and balanced feedback

Module 1: Set the Right Tone: Best Practices for New Leaders

Set The Right Tone

- Set the Tone with a Relationship Meeting
- Use of Power: A New Manager's Dilemma
- Favoritism in the Workplace

Setting Purpose and Direction for Your Team

- Finding Purpose for Your Team
- Build a Useful Mission Statement
- Avoiding Micromanagement

Module 2: Motivation, Meetings, and Balanced Feedback

Motivation

- The 4 Stages of Management-Style
- Scientifically Increase Motivation

Receiving and Giving Feedback

- Soliciting and Receiving Upward Feedback
- Correcting Behavior
- Energetic Encouraging

Effective Meetings

- The Perfect Meeting Invitation
- Manage Meetings that Make Things Happen