

## **Evolving into the Manager Role**

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### **COURSE DETAILS**

**Delivery Type:** Virtual Instructor-Led  
**Duration:** 3 Days

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### **COURSE CONTENT**

In this course, students will learn how to confidently acquire and build these skills through relevant discussions, team, and individual activities. This course may earn a Credly Badge.

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### **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
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### **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
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- 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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### **WHO SHOULD ATTEND**

New managers wanting to become skilled in their management roles