

Evolving into the Manager Role

Course Overview

The manager's role is very different from the non-manager's. Managers must be able to develop and unify team members, plan strategically, set goals, delegate responsibilities, provide meaningful feedback, and effectively communicate. In this course, you will learn how to confidently acquire and build these skills through relevant discussions, team and individual activities. [Download the Course Outline and Information on Post-Class Content](/Portals/0/Documents/CLD%20Outlines%20and%20Post%20Class/Evolving%20into%20the%20Manager%20Role.pdf).

Who Should Attend

New managers wanting to become skilled in their management roles.

Course Objectives

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

This is a 3-day class

Upcoming Dates

Date	Time	Where
11/09/2020	9:00AM - 5:00PM	Online LIVE

[View All Course Dates & Register Today](#)



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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