

**First Time Manager Workshop**

" A manager is not a person who can do the work better than his men; he is a person who can get his men to do the work better than he can.” – Frederick W. Smith



First Time Manager Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* First time Managers
* Early Team Managers
* Supervisors
* Individual Contributors to be promoted as Managers

Workshop Objectives

* Understanding Managerial Effectiveness
* Attitude being an effective manager
* Qualities of an Effective Manager
* Setting SMART Goals
* Time Management- Leveraging Time by Prioritizing
* Team Communication
* Delegation



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me**• Workshop Intro & Agenda• Ground Rules• Icebreaker• Facilitator Intro• Participant Intro & Expectations |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Understanding Managerial Effectiveness**• Understanding Managerial Effectiveness• Why First Time Manager • Benefits of a Great Manager- Self• Benefits of a Great Manager to Organisation• Challenges Faced by a Manager• Managerial Ladder |
| 4 | 11:15 – 11:30 AM | **First Tea Break** |
| 5 | 11:30 – 12:30 PM | **Qualities of being an Effective manager- 7C’s**• Competence • Credibility- Ownership• Care & Connect-Team• Communication• Courage & Commitment• Credit• Check |
| 6 | 12:30 – 1:15 PM | **Setting SMART Goals**• Benefits of Setting Goals* Goal setting Mistakes
* Goal Setting exercise
* Making your Goals SMART (Specific, Measurable, Achievable, Realistic and Time Bound
 |
| 7 | 1:15 – 2:00 PM | **Lunch Break** |
| 8 | 2:00- 2:15 PM | **Energiser** |
| 9 | 2:15- 3:00 PM | **Team Communication**• Modes of Communication (Passive, Aggressive & Assertive)• Understand Assertive communication• Following an Assertive communication style• Empathising with the team members |
| 10 | 3:00- 3:45 PM | **Time Management- Leveraging Time by Prioritizing**• Time Management or self-Management• Prioritising the Tasks• Prioritising Tool-Urgent Important Matrix• Organising the Day- Maintaining Daily diary• How to maintain your Diary or Organizer? |
| 11 | 3:45 - 4:00 PM | **Second Tea Break** |
| 12 | 4:00 - 4:45 PM | **Delegation-Building Equal Shoulders**• Understanding Delegation• Why Manager’s Don’t Delegate• RELAY Model for Effective Delegation• Tips for Effective Delegation |
| 13 | 4:45 - 5:00 PM | **Post Training Assessment** |
| 14 | 5:00- 5:30 PM | **Closing**• Feedback forms• Q& A (If any)• Closing Video (If any)• Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*