

**Managerial Effectiveness Workshop**

"Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could." — Steve Jobs



Managerial Effectiveness Workshop

Duration: 2 Days

No of Participants: 20-25 Pax

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

Target Audience

* Existing Managers
* Head of Departments
* Project Managers
* Senior Team Leaders

Workshop Objectives

* Understanding of Managerial Effectiveness
* Managing Self
* Managing Teams
* Managing Business- Time & Priority Management
* Team Communication- Empathy & Trust
* Team Motivation & Appreciation
* Coaching & Growing your team
* Managing Conflicts



Workshop Structure/ Formats

* Managing Time & Priority
* Performance Management
* Team Communication
* Motivation & Appreciation
* Giving Constructive Feedback
* Coaching & growing your team
* Managing Conflicts
* Managerial Effectiveness
* Qualities of a Leader
* Challenges that Leaders Face
* Knowing your leadership Style
* GOAL setting for Self & Teams

Workshop Outline

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| **Day 1** |
| **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•** Managerial Effectiveness- What is it• Manager Vs Leader- (Benefits of being a leader)• Qualities of a Leader • Role of the Leader |
| 4 | 11:15 -11:30 AM | **First Tea Break** |
| 5 | 11:30 -1:00 PM | **Managing Self- Part -1•** Self Leadership Assessment• Challenges faced by a Leader• Know your Leadership style• 4 Leadership Styles • Being an authentic leader |
| 6 | 1:00 - 1:45 PM | **Lunch Break** |
| 7 | 1:45 – 2:45 PM | **Managing Self Part-2 – Goal Setting•** Goal Setting Importance for self & Team• Goal Setting Model• Purposeful, Actionable, & Trackable• Customised |
| 8 | 2:45 – 3:45 PM | **Managing Teams- Part 1- Know team’s Skill & Will•** Will Vs Skills• Will Skill Matrix• Managing teams on Will Skill Matrix |
| 9 | 3:45 – 4:00 PM | **Second Tea Break** |
| 10 | 4:00 – 5:00 AM | **Managing Teams- Part 2- Team Communication-Assertive•** Importance of effective team communication• ACE Model of Team Communication – Assertive, Confident & Empathetic• Assertive Vs Aggressive Communication • Practicing assertive communication by leaders |
| 11 | 5:00 - 5:15 AM | **Recap of Day 1** |
| 12 | 5:15- 5:30 PM | **Closing**• Q& A• Closing Video • Homework for day 2 (Optional) |
| **Day 2** |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:00 AM | **What’s In It for Me**• Recap of Day 1-Activity• Agenda |
| 2 | 10:00- 11:00 AM | **Managing Teams- Part 2- Team Communication- Empathy & Trust•** Communicating with Confidence• How should you build your confidence• Empathetic Communication-Understanding Empathy• Importance of Empathy for Leadership- • Demonstrating empathy• Building Trust in your team- |
| 3 | 11:00 -11:15 AM | **First Tea Break** |
| 4 | 11:15 – 11:45 PM | **Managing Teams- Part 3- Team Motivation & Appreciation•** Importance of Motivation & Appreciation• Appreciation Model- VIP-HRS• Power Words to motivate• Specific appreciation• Variety in Appreciation |
| 5 | 11:45 - 12:15 PM | **Managing Teams- Part 4- Giving Constructive Feedback•** Constructive Vs Destructive Feedback• Steps to give constructive feedback• Things that matter while giving the feedback• Manging your emotions |
| 6 | 12:15 -12:45 PM | **Managing Teams- Part 5- Coaching & Growing your team•** Understanding Coaching • Benefits of Coaching• GROW Model of Coaching |
| 7 | 12:45 – 1:15 PM | **Managing Teams- Part 6- Managing Conflicts•** Understanding Conflict Management• Conflict Management Matrix• Leader’s role in conflict Management |
| 8 | 1:15 - 2:00 PM | **Lunch Break** |
|  9 | 2:00 - 2:30 PM |  |
| 9 | 2:30 - 3:15 PM | **Managing Business- Time & Priority Management - Part 1**• Managing Task & Prioritisation• Urgent Important Matrix• Delegating the right way• Steps in Delegation |
| 10 | 3:15 - 4:00 PM | **Managing Business- Performance Management Part 2**• Managing Task & Prioritisation• Urgent Important Matrix• Delegating the right way• Steps in Delegation |
| 11 |  4:00- 4:15 PM | **Second Tea Break** |
| 12 |  4:15 - 4:45 PM | **Recap of Day 1 & 2** |
| 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. \*