

**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

|  |  |  |
| --- | --- | --- |
| **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. \*