

**Course Overview:**

Developing New Managers: Key Elements for Success is a new examination of first-time manager development. The report found that many organizations were achieving strong results in developing new leaders; further, most participating organizations offered structured development programs or individual training assets specifically for new managers.

While most companies report at least some degree of success in training first-time managers, many stumbling blocks impede learning professionals' work. From demands for new managers to be productive quickly, to timing issues with training, to failure to identify and address skills gaps, potential obstacles are commonplace. But recognizing impediments can help talent development professionals turn them into opportunities to improve and strengthen new manager training programs and the outcomes produced. This report looks at first-time people managers, sales managers, and technical managers.

**Course Objective:**

- Welcome and orientate new managers
- Learn ways to successfully coach and mentor
- Learn ways to measure and evaluate the performance
- How to handle complications
- Communicate between employees and their managers

**Course Outline:****Getting Started**

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

**Managers are Made, Not Born**

- Managers Must be Developed
- Management Skills can be Learned
- Managers Learn by Being Managed Well
- Create a Management Track

**Create a Management Track**

- Clearly Define Roles and Competencies
- Provide Tools
- Identify Candidates Early
- Clearly Define Management Track

**Define and Build Competencies**

- Clearly Define Competencies Needed
- Identify Strengths
- Identify Development Areas
- Provide Development Opportunities

**Managers Learn by Being Managed Well**

- Pair New Managers with Mentors
- Reward Effective Managers

**Training Language:**

English-Arabic

**Training Methodology:**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

- Emulate Effective Managers

- Create/Document Best Practices

#### Provide Tools

- Provide Manuals or Policy Documents

- Empower New Managers

- Provide Support

- Provide Training and Development Opportunities

#### Provide Support

- Encourage Peer Networking

- Establish Resource People

- Encourage Mentor Relationships

- Establish Regular Check-ins

- Decision Making

- Asking for Help

- Support, Don't Micromanage

- Continuous Growth and Development

#### Provide Growth Opportunities

- Provide Continuous Growth Opportunities

- Create a Development Plan

- Provide Regular Feedback

- Encourage Mentoring

#### Wrapping Up

- Words From The Wise

- Review Of The Parking Lot

- Lessons Learned

- Recommended Reading

- Completion Of Action Plans And Evaluations

### Who Should Attend:

This workshop is designed for those responsible for the development of new managers as well as those that assist in the transition of managers taking on their new role.