



Contact us:

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Manager Basics

Course Overview

Do you have what it takes to be a great manager?
Are you able to create a culture of efficiency & effectiveness?
Does your team execute their highest priorities?

Approach

Manager Basics is for those new to management & leadership roles or those who want to update their skills & knowledge. Throughout the course, participants will gain the skills, knowledge & tools to help them effectively transition into a leadership role. The course will encourage a sense of responsibility for results, teaches self-management techniques, and a positive approach to staff development.

Duration

2 Days

Training Objectives

At the end of this training you will be able to:

- Understand their role and responsibility as the managers
- Gain a systematic approach to the management in 5 Zones
- Managing oneself, planning, organizing, motivating, controlling and executing the tasks' realization
- Adapt and consciously create their own unique style of management
- Organize, plan and integrate the team around the common objectives
- Enhance the employees' motivation by understanding and getting at their emotional needs
- Implement individual and team priorities

Topics

- The 5 Zones of Management
- "Me" Zone
- Planning Zone
- Organization Zone
- Motivation Zone
- Implementation Zone

Program Schedule

Day One

Introduction & Welcome

- Program Objectives
- Personal Objectives



- Management Zones

"Me" Zone

- Role of the Manager
- Quality of Management
- DRS Profile

Planning Zone

- Time Management
- SMARTER Objectives
- Prioritizing

Organization Zone

- Your Dream Team
- Synergy
- Teamwork

Personal Action Planning

- Reflection, Discussion & Action Planning

Day Two

Welcome Back

- Review of Day One

Motivation Zone

- +20% 60% -20%
- The Iceberg
- DRS Motivation

Implementation Zone

- Implementation Process
- "Crash" Meeting
- Corrective Action
- Dealing with Difficult People
- Offering Appreciation

Personal Action Planning

- Reflection, Discussion & Action Planning