



## Evolving into the Manager Role

### Overview

In this course, students will learn how to confidently acquire and build these skills through relevant discussions, team and individual activities.

### Target Audience

New managers wanting to become skilled in their management roles.

### Course Objectives

- After completing this course, students will know how to:
- Describe the roles that a manager has in an organization
  - Identify and nurture talent in your team
  - Build a management vision for success
  - Create strategies to motivate and empower your team
  - Combine leadership qualities and influence skills to motivate your team
  - Plan and manage effective meetings

### Course Outline

#### 1 - The Manager's Role

Distinguishing a Manager's Role from Function  
 Understanding Interpersonal, Informational, and Decision Roles

#### 2 - Building a Shared Vision

Defining a Shared Vision  
 Building a Strong Vision  
 Creating and Communicating a Vision Statement  
 Identifying Benefits of Your Vision

#### 3 - Leadership and Influence

Identifying the Characteristics and Qualities of a Leader  
 Modeling the Way and Enabling Others to Act  
 Encouraging Your Inner Innovator and Mastering the Art of Persuasion  
 Creating Mutual Respect  
 Effectively Communicating and Reasoning with Others

[Register Online](#)

### Schedule

Class Length: 3 Days

G2R = "Guaranteed to Run"   OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
01/18/21	G2R	9:00AM - 5:00PM	Wilkes-Barre/Scranton, PA	OLL	\$2,250.00
01/18/21	G2R	9:00AM - 5:00PM	Reading, PA	OLL	\$2,250.00
01/18/21	G2R	9:00AM - 5:00PM	Allentown, PA	OLL	\$2,250.00
03/22/21		9:00AM - 5:00PM	Allentown, PA	OLL	\$2,250.00
03/22/21		9:00AM - 5:00PM	Reading, PA	OLL	\$2,250.00
03/22/21		9:00AM - 5:00PM	Wilkes-Barre/Scranton, PA	OLL	\$2,250.00

#### **4 - Nurturing Talent**

Calibrating Talent  
Finding and Nurturing the Attributes that Meet Your Requirements  
Articulating Culture and Hiring for a Cultural Fit  
Looking to the Future – Developing and Executing a Plan  
Succession Planning  
Creating and Fostering Employee Engagement  
Coaching, Training, and Development

#### **5 - Delegation and Empowerment**

Working with Workgroups and Teams  
Delegating  
Progress Tracking and Reviewing Results

#### **6 - Building a Better Meeting**

Planning and Preparing a Meeting  
Identifying Proper Participants  
Creating an Agenda  
Evaluating the Use of Technology

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