GLOBAL TRAINING INSTITUTE

The Competent Manager: Elevate Your Leadership Skill



GTI - Coordination Office and International Relations (Accredited Programs)

Course Description

The Competent Manager: Elevate Your Leadership Skills training course equips participants with essential tools and skills to effectively manage and lead teams. This interactive program focuses on developing key competencies, enhancing communication skills, and fostering a culture of high performance. Participants will learn to motivate and inspire their teams, improving productivity and achieving better results. This course provides a unique opportunity to practice and refine management techniques that are crucial for success in today's dynamic workplace.

Who Should Attend

This course is designed for:

- Professionals in all functional areas of an organization.
- First-line and middle managers looking to consolidate their management experience.
- Individuals aspiring to move into management positions.

Course Objectives

By the end of this training course, participants will be able to:

- Develop and understand the key skills and competencies for competent management.
- Explore various management approaches while enhancing personal leadership styles.
- Manage and evaluate the performance of teams and individuals effectively.
- Build and maintain high-performance teams through effective communication.
- Negotiate, influence, and persuade effectively within the workplace.
- Create a continuous professional development plan to enhance career prospects.
- Foster a culture of recognition and motivation among team members.

Course Content

Essential Skills for Management

- Identifying key competencies required for effective management.
- Understanding how management adapts to different organizational cultures.
- Developing a professional development plan for personal growth.

Leadership vs. Management

- Differentiating between management and leadership roles.
- Exploring personal leadership styles and their impact on teams.
- Understanding personality styles and their relevance to assigning responsibilities.

Performance Management

- Understanding the performance management cycle and setting objectives.
- Techniques for monitoring performance ethically and providing feedback.
- Utilizing effective questioning and listening skills to enhance team performance.

Team Development and Communication

- Identifying stages of team development and the difference between groups and teams.
- Implementing communication tools to foster collaboration.
- Creating a culture of recognition to boost team morale.

Negotiation and Persuasion

- Exploring different negotiation styles and their appropriate contexts.
- Strategies for influencing colleagues and stakeholders effectively.
- Understanding the ethics of negotiation and maintaining positive relationships.