

# Manager Essentials



When companies can increase their number of talented managers and double the rate of engaged employees they have better financial outcomes than their competition.

<https://hbr.org/2014/03/why-good-managers-are-so-rare>

## PROGRAM OVERVIEW:

The Management Essentials certificate is an interactive and practical program designed for current or prospective managers to create a hands-on approach to management. You will enhance your professional effectiveness and your company's competitive advantage through development of authentic and sustainable management skills, a manager-focused business acumen lens, and effective coaching and mentoring skills to engage and develop others.

## TOPICS INCLUDE:

- Engage employees: Learn skills to convey the organization's vision and mission and build important working relationships
- Transitioning from peer to manager
- Impacting others: Develop the emotional intelligence and self-awareness to manage your impact on others
- Feedback: Gain tools for providing and receiving meaningful and effective feedback and coaching others for increase effectiveness
- Communication: Develop your skills to provide clear and concise messaging and have critical conversations to achieve necessary outcomes for success
- Prioritization of task for yourself and others
- Learn techniques for influencing with or without authority to create collaboration, gain necessary department resources, and capture organizational wins

## DURATION:

This program is 2 days

## FEE:

\$1,200 (Fee includes course materials, meals, certificate of completion)

## AUDIENCE:

Business investing in an employee or an individual wanting to further develop their skill set in the area of manager essentials.