Advanced New Manager and Leadership Techniques

16 – 20 August 2027
Kigali (Rwanda)



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Introduction

In today's complex work environment, becoming a new executive manager/leader demands new skills and approaches to getting things done. New executive managers must learn how to lead, motivate, and accomplish tasks effectively and efficiently through others. This course will guide you through using the situational leadership model, helping you navigate motivation, delegation, and decision-making. You will also learn how to stay focused and keep track of your goals using effective time and stress management tools and techniques.

Course Objectives

This course equips you with the advanced skills required to succeed as a new manager/leader in today's competitive work environment. The objectives of the course include:

- Mastering executive coaching, strategy, and leadership in your new role.
- Defining the importance of your role as a new-level manager/leader.
- Applying various leadership styles to effectively lead and motivate your employees.
- Empowering employees through motivation and delegation.
- Creating and managing high-performing teams.
- Managing yourself, time, and stress in a fast-paced work environment.
- We will use new tools and techniques to enhance our problem-solving and decision-making skills.

Course Outlines

Day 1: Executive Responsibilities of New Managers

- Why most new managers and supervisors fail.
- Managing in the new competitive landscape.
- Managing for competitive advantage.
- Designing your winning strategy to fit your roles and responsibilities.
- The four functions and ten roles of management.
- Skills required at different management levels.
- Common mistakes made by new managers and supervisors.



Day 2: Teams and Leadership

- Differences between teams and workgroups.
- What makes a team successful?
- How teams can fail.
- Characteristics of high-performing teams.
- Stages of team formation.
- Team dynamics and team building.
- Situational leadership and its application to team leadership.
- Current trends and issues.

Day 3: Mastering the Art of Motivation

- Definition of motivation.
- Myths about motivation.
- The main theories of motivation.
- Current trends and issues in motivation.
- Implications for managers in applying leadership techniques.

Day 4: Delegation

- Definition of delegation and why it's important.
- Root causes of poor delegation.
- Learning the steps to effective delegation.
- Empowering and motivating employees through delegation.
- It is crucial to understand the correct and incorrect methods of delegation.
- Time management and stress management:
    - Definition of time management.
    - Identifying time-wasters with an activity log.
    - Dealing with time-wasters effectively.
    - Planning effectively with the priority matrix and to-do lists.
    - Definition of stress.
    - Causes and symptoms of stress.
    - Techniques and approaches for managing stress.

Day 5: Problem-Solving and Decision Making

- Tools and techniques for problem-solving and decision-making.
- The traditional approach to problem-solving.
- The helicopter view.
- The Ishikawa fishbone technique.
- The How-How technique.
- Dos and don’ts of brainstorming techniques.



Why Attend This Course: Wins & Losses!

- Advanced management skills: Learn the effective management techniques that will help you set clear goals, motivate your team, and achieve the best results.
- Leadership training for new supervisors: Gain insights into the best leadership techniques and strategies to enhance your leadership skills.
- Managerial training programs: This course offers comprehensive managerial leadership skills that will help you lead your team effectively.
- Innovative management strategies: Learn how to implement innovative management strategies that empower your team and drive success.
- Leadership techniques and strategies: Master the types of leadership techniques and how to apply them to manage and motivate your team.
- Enhanced leadership skills: Equip yourself with tools to enhance your leadership skills and become a more effective manager.

Conclusion

The Advanced Strategies for New Managers/Leaders course provides essential training for new managers who want to improve their leadership effectiveness. Through understanding situational leadership, delegation, time management, and problem-solving techniques, this course will prepare you to lead with confidence and success in a competitive work environment. Don't miss the opportunity to transform into a high-impact leader capable of achieving outstanding results.

