

## Advanced New Manager and Leadership Techniques

*Kuala Lumpur (Malaysia)*

*4 - 8 November 2024*

UK Training

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## Advanced New Manager and Leadership Techniques

Code: LM28 From: 4 - 8 November 2024 City: Kuala Lumpur (Malaysia) Fees: 3900 Pound

### 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.

By attending this course, you will learn how to lead by using the situational leadership model which will take you through the paces of motivation, delegation, and decision making. You will also learn how to stay focused; and how to be on track with your goals and objectives using effective time and stress management tools and techniques.

### Course Objectives of Advanced Strategies of New Manager / Leader

- Set up your new executive role to master Executive Coaching, Strategy, and Leadership
- Define the importance of their role as a new level of managers/leader
- Apply different leadership styles to lead and motivate their employees successfully
- Empower employees through motivation and delegation
- Create and manage winning teams
- Manage self, time, and stress in a restless work environment
- Apply new tools and techniques to improve problem-solving and decision making

### Advanced Strategies of New Manager / Leader 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
- Design your winning strategy to fit into your roles and responsibilities
- The four functions and ten roles of management
- Skills needed at different management levels
- Common mistakes made by new managers and supervisors

#### Day 2

##### Teams and leadership

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Differences between teams and workgroups
- What makes a team
- How teams can fail
- Characteristics of high-performing teams
- Stages of team formation
- Teams 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
- Current trends and issues
- Implications for managers

### Day 4

#### Delegation

- Definition of delegation and why to delegate
- Root causes of poor delegation
- Learning the steps to effective delegation
- Empowering and motivating employees through delegation
- The dos and don'ts of delegation

#### Time and stress management

- Definition of time management
- Identifying your time-wasters with the activity log
- Dealing with and managing your time wasters
- Start planning effectively
- Using the priority matrix and to-do lists
- Definition of stress
- Causes and symptoms of stress
- Techniques and approaches to managing stress

### Day 5

#### Problem-solving and decision making

- Tools and techniques
- The traditional approach to problem-solving
- The helicopter view
- The Ishikawa fishbone technique
- The How-How technique
- The dos and don'ts of brainstorming techniques

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International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



[training@blackbird-training.com](mailto:training@blackbird-training.com)



[www.blackbird-training.com](http://www.blackbird-training.com)

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