

# Stepping up to Management Training

**Course Duration: 08 Hours**

**Course Code: SUM**

## 1. Course Overview

The Stepping Up to Management Training program is designed to help professionals transition smoothly from individual contributors to effective managers. It focuses on building leadership mindset, communication skills, team handling capabilities, and decision-making techniques required to succeed in managerial roles.

## 2. What You'll Learn

- Fundamentals of management and leadership
- Effective communication and interpersonal skills
- Team building and motivation techniques
- Conflict resolution and problem-solving strategies
- Time management and delegation skills
- Performance management and feedback delivery
- Decision-making and accountability
- Transitioning from peer to manager

## 3. Target Audience

- Professionals moving into a managerial role for the first time
- Team leaders and supervisors
- Senior executives preparing for leadership positions
- Entrepreneurs or business owners managing teams
- Anyone looking to enhance leadership and management skills

## 4. Pre-Requisites

- Basic professional work experience (recommended)
- Understanding of workplace dynamics
- No prior management experience required
- Willingness to learn leadership and team management skills

## 5. Course Content

### **Module 1: Introduction to Management**

- Role of a manager
- Difference between leadership and management

### **Module 2: Communication Skills**

- Verbal and non-verbal communication
- Active listening
- Giving and receiving feedback

### **Module 3: Team Management**

- Building high-performing teams
- Motivation techniques
- Managing team dynamics

### **Module 4: Time & Task Management**

- Prioritization techniques
- Delegation strategies
- Productivity tools

### **Module 5: Conflict Resolution**

- Identifying conflicts

- Resolution strategies
- Handling difficult conversations

### **Module 6: Performance Management**

- Setting goals (SMART goals)
- Performance evaluation
- Coaching and mentoring

### **Module 7: Decision Making & Leadership**

- Decision-making frameworks
- Problem-solving techniques
- Developing leadership mindset

