

Course objectives

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

- understand clearly the role and responsibilities of a Manager
- define the group behavior and benefit of working in a team
- identify motivation models and how to promote people
- coach staff with an awareness of why, who and when to coach
- improve delegation skills

Course topics

Some of the areas to be covered in the course:

- The Role and Responsibilities of a Manager
 - Skill
 - Function
 - Role
- Planning & Prioritizing
- Motivation
 - Motivation models
 - Effective methods to promote teamwork
- Coaching Skills
 - Coaching Overview
 - Why Coach
 - Who to Coach
 - When to Coach
 - Skills of Coaching
 - Key Messages in Coaching
- Delegation
 - What to delegate
 - Steps in delegation
 - Controlling and monitoring

Target participants

The course is designed for Managers, Supervisors, and senior staff of government offices, NGOs, companies, and other organizations who need to develop management competencies.

Course methodology

This course is in the format of a workshop, in which the participants are actively involved in all learning activities. It will combine theory and practice whereby participants apply the skills introduced in the course.

Class size: Class is limited to 20 participants.

Duration: 3 days

MISSION
Together we succeed