



# FIRST TIME MANAGER

Managers play multiple roles in the organisation as a coach, mentor, guide, standard setter, performance assessor and feedback giver, motivator, etc. They are expected to manage their work as well as the work of others in an effective and efficient manner. The First Time Managers need grooming and training to understand the expectations from them and also learn the techniques to be successful as managers. This program aims to provide that platform.

## LEARNING OBJECTIVES

- To learn how to build trust and confidence in the team by mastering the craft of succeeding at every task, appreciating team and listening to the team and aligning the team to the organisation vision.
- To learn the do's and don'ts of an Effective Manager.
- To know how to deal with the superiors by building visibility into the work, plans, actions and projects.
- To learn the art of using appropriate managerial style to direct and control the team as well as effectively engage their mind-space to perform the organisational tasks.
- To know how to allocate work, provide clear cut roles and responsibility, goal clarity & establish an accountability system.
- To learn the art of handling resistance within the team by understanding different personalities and dealing with appropriate style.
- To learn how to organise and prioritise work, allocate time to manage the workloads.
- To learn the role of line HR by interviewing and selecting candidates, training employees, appraising them, writing JDs, disciplinary action, etc.
- To learn how to manage the stress so that the participant will immerse in the new role smoothly.

## METHODOLOGY

Highly interactive workshop based on Sarvaguna Indicator Assessments, group activities, reflections

## TARGET AUDIENCE

High Potentials, First Time Managers, Team Leads