

## The New Manager

This course covers the basics of supervision and management for the new supervisor or manager. It provides the participants with know-how and tools to get the very best of every employee, and make a real difference in the effectiveness and productivity of your team.

The course focuses on practical skills, tools and techniques to improve productivity, build winning teams with management and peers, and maximize collective gains and value to the organization.

### Course Outline

- Management & The Organization
- Evolution of Management Thought
- Management Functions & Roles
- The New Manager

### Who Should Attend

High level staff such as:

- Supervisors
- Team leaders
- Managers
- Aspiring managers
- Project managers

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Course Duration

The standard duration of this course is 12 contact hours.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the relationship between management and the organization
- Appreciate the evolution of management thought
- Understand various management functions and roles
- Understand the role of the New Manager in light of various drivers for change
- Appreciate the associated competencies and styles required by The New Manager

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh