

# MANAGEMENT DEVELOPMENT FOR NEW MANAGERS [MAN002]

*Implementing Essential Skills for New Managers to be more Effective in the Workplace*

**SAQA Unit Standard:** 242813

**Credits:** 5

**NQF level:** 4

**Duration:** 2 days

## **OVERVIEW:**

The most important task a manager will face when dealing with the people under his direction is that of bringing out the best in them. Unlocking people potential is often seen as the key to any business's success. When an employee's talents are not channeled correctly, their behaviour can seriously compromise the success of an organization. He or she is required to lead, motivate, train, inspire, and encourage.

All management is people management. To be a good manager you need to understand the people who work for you as individuals and motivate them to do their best work. These tasks can include the following: compensation, hiring, performance management, organization development, safety, wellness, employee motivation, communication, administration and training.

The two day workshop is aimed at:

- Newly appointed Supervisors or Team Leaders who want to improve their skills
- First Line Managers or Support staff who want to improve their managerial competencies

**On completion of this training, participants will be able:**

- Have a clear understanding of people management
- Understand the qualities of an Effective Leader / Manager
- Understand Leadership styles for the new millennium
- Know the difference between a Leader and a Manager
- Implement key Roles and Responsibilities of a New Manager

**NB. Participants will receive printed workbooks to complete in the workshop and a**

**Portfolio of Evidence to be completed at the workplace.**

**Supervisors will be required to complete the following course documents:**

### **2. Supervisors' Self-assessment Questionnaire**

*Supervisors are required to send a blank copy of the self-assessment questionnaire to at least two of their supervisees – and to their own supervisor/HOD. Completed forms will be sent to the facilitator for discussion with the supervisor.*

### **3. Supervisee Information Form**

*To be completed by employees reporting to the Supervisor.*