

Course Name:

Management Skills Program For Executive

Synopsis

A management skills training program is designed to equip current and aspiring managers with the knowledge, competencies, and tools necessary to effectively lead teams, achieve organizational objectives, and foster professional growth.

What You Will Learn

- Comprehensive Curriculum
- Interactive Learning
- Expert Facilitation
- Personalized Development
- Peer Networking
- Practical Tools and Techniques

Who Should Attend

Assistant Manager and Executive

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session



(003587769-K)

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Bayan Baru, 11950
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Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Leadership Fundamentals

The program often begins by covering foundational leadership principles, including the difference between management and leadership, various leadership styles, and the importance of emotional intelligence in effective leadership.

Session 2: Communication Skills

Effective communication is crucial for successful management. Training modules may focus on active listening, clear and concise verbal and written communication, giving and receiving feedback, and resolving conflicts diplomatically.

Session 3: Performance Management

Participants learn techniques for setting performance expectations, conducting performance evaluations, and providing constructive feedback to help employees improve their performance and achieve their goals.

Session 4: Decision Making and Problem Solving

Management often involves making difficult decisions and solving complex problems. Training programs may include modules on decision-making frameworks, critical thinking skills, and creative problem-solving techniques.



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Session 5: Time Management and Prioritization

Effective Assistant Managers and Executives must be able to prioritize tasks, manage their time efficiently, and delegate responsibilities appropriately. Time management training may cover techniques for planning and organizing work, setting priorities, and minimizing distractions.

Session 6: Change Management

In today's fast-paced business environment, managers need to be adept at leading and managing change initiatives. Training in change management may include understanding the stages of change, overcoming resistance, and effectively communicating change to employees.

Session 7: Strategic Thinking

Assistant managers and executives learn to think strategically by aligning their actions with the organization's overall goals and objectives. This may involve conducting strategic analysis, identifying opportunities and threats, and developing plans to achieve long-term success.

Session 8: Feedback and Reflection

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement. At the end of the program, every group will present their discussion note.