

INTRODUCTION TO MANAGEMENT CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Introduction to Management Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Introduction to Management Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across
global companies

PHILIPS

AXCESS
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
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Importance of Introduction to Management Training

- ✓ Introduction to Management Certification enables participants to master the principles of leadership, strategy, and organizational principles. This certification comes with multiple benefits including credibility and opens doors to higher-level roles with increased responsibilities. They learn about management theories and gain insights into the psychology of leadership. This is an eminent testament that can be acquired by many professionals, such as business owners, managers, and team leaders. It refines and verifies core competencies necessary for impactful decision-making and team alignment.
- ✓ The attendants of Introduction to Management Course will achieve a good understanding of basic management concepts and techniques. They will understand how to be able to plan, organize, lead, control, and mobilize resources to meet the goals of an organization. From training, they will be able to gain such skills as decision-making, problem solving, and critical thinking. Also, there are other four points, including strategic planning, organizational behavior, and human resource management. The outcomes expected at end of program are that participants will be postured for readiness in handling top organizational responsibilities.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Introduction to Management Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in Introduction to Management can enroll in the Introduction to Management Training course.

INTRODUCTION TO MANAGEMENT CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Introduction to Management Training

Lesson 01 – What is Management?

1.	Defining Management
2.	Leadership Vs Management

Lesson 02 – Role of a Manager

1.	What is the Role of the Manager?
2.	Descriptions of the Role of a Manager
3.	Responsibilities of a Manager
4.	Objectives of a Manager

Syllabus of Introduction to Management Training

Lesson 03 – Qualities of a Successful Manager

1.	Succeeding as a Manager
2.	Useful Skills to Have
3.	Technical Skills
4.	Human Skills
5.	Conceptual Skills
6.	Political Skills
7.	Delivering Feedback
8.	Giving Praise
9.	Asking the Right Questions
10.	Listening
11.	Recognizing Learning and Development Opportunities
12.	Demonstrating Positive Behaviors

Lesson 04 – Self-Assessment on Management Skills

1.	Types of Management Style
2.	Directive
3.	Authoritative
4.	Affiliative
5.	Participative
6.	Pace-Setting
7.	Coaching

Syllabus of Introduction to Management Training

Lesson 05 – Importance of Self-Confidence

1.	Characteristics of Low Self Esteem
2.	Techniques to Boost Self Esteem
3.	Assertive, Aggressive, and Passive Behavior
4.	Assertiveness at Work

Lesson 06 – Management Techniques

1.	Behavioral Approach
2.	Theory Z
3.	Theory W
4.	Humanistic Approach
5.	Maslow's Hierarchy of Needs
6.	Adair's Theory

Syllabus of Introduction to Management Training

Lesson 07 – Self and Team Organization

1.	Self-Management
2.	Stress Management
3.	Self-Motivation
4.	Self Confidence
5.	Time Management and Organization Skills
6.	Healthy, Balanced Lifestyle
7.	Team Management

Lesson 08 – Preferred and Required Leadership Styles

1.	Visionary Leaders
2.	Connective Leaders
3.	Storytellers
4.	Adaptive Leaders
5.	Transformational Vs Transactional
6.	Dispersed Leadership
7.	Goleman – Leadership Styles
8.	Choosing the Appropriate Leadership Style in Any Given Situation

Syllabus of Introduction to Management Training

Lesson 09 – Effective Communication Skills

1.	Communication
2.	How People Communicate?
3.	Process of Communication

Lesson 10 – Team Development and Cohesion

1.	Group Vs Team
2.	Group Composition
3.	Personality Types
4.	Developing Cohesiveness
5.	Group Communication
6.	Types of Team
7.	Belbin Types
8.	Team Development – Tuckman 1965

Exam Format of Introduction to Management Certification

Examination Format	
Exam Name	Introduction to Management Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Introduction to Management, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Introduction to Management exam.

Contact Us

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<https://unichrone.com/>

