# MANAGEMENT TRAINING FOR NEW MANAGERS CERTIFICATION

As per International Standards

## UNICHRONE



## 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
- Management Training for New Managers Training Course adhered with International Standards
- End-to-end support via phone, mail, and chat
- Convenient Weekday/weekend Management Training for New Managers 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 smalland medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



**Global Presence** 

accenture

EMERSON



Handpicked Trainers



**JOLVO** 

Online Training Option



#### Importance of Management Training for New Managers Training

New Managers Certification renders a structured and comprehensive approach to the competence necessary for effective leadership. This attestation calibrates professionals with self-reliability and communication skills to lead a team. Professionals can approach their management roles with a clear vision and assurance that they are equipped with the tools to lead. Management Training for New Managers Certification aids professionals to set them apart from their peers as it signifies their dedication and readiness to move along with the hurdles of leadership enhancing a cohesive management structure.

Management Training for New Managers Training helps participants acquire the knowledge necessary for the effective performance of their tasks. Candidates will learn about general management concepts such as leadership, communications, teams and team development, performance management, etc. Also, it concerns strategic management, decision-making, problem solving and management of change. On successful completion of Management Training, participants will be equipped with interpersonal skills, know how to promote a healthy workplace, and learn to think tactically for business success.

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### **ELIGIBILITY CRITERIA**

 Aspirants need not meet any requirements to pursue Management Training for New Managers Training Course. However, having prior knowledge is beneficial.

### WHO SHOULD ATTEND

 Any individual who wants to gain skills to understand Management Training can enroll in the Management Training for New Managers Training course. UNICHRONE

### MANAGEMENT TRAINING FOR NEW MANAGERS CERTIFICATION ADVANTAGES



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#### Syllabus of Management Training for New Managers Training

Les	son 01 – What is the Role of the Manager?	
1.	Overview	
2.	Descriptions of the Role of a Manager	

#### Lesson 02 - Action Centered Leadership

1.	What is Action Centered Leadership?	
2.	Situational Leadership Model	
3.	Development Levels for Existing Staff	
4.	Needs as a Manager	
5.	Communication	
6.	Effective Communication	

Lesson 03 – Team Briefing and Time Management	
1.	Team Briefing Benefits
2.	Key Features of Team Briefing
3.	Time Management

Lesson 04 – Typical Procrastinators and Time
Wasters

**1.** Examples of Some Biggest Time Wasters

<b>Lesson 05 –</b> Establishing Priorities	
1.	Examples of Pareto's Law in Various Situations
2.	Examples of Time Savers
3.	Principles for Effective Personal Time Management

	<b>Lesson 06 –</b> Decision Making
1.	How to Decide What to Do?
2.	Tips on Decision Making

Lesson 07 – Delegation	
What to Delegate?	

2. Who's Working for Who?

Introduction

1.

- **3.** Getting Rid of the Monkey
- 4. Transferring the Initiative

<b>Lesson 09 –</b> Setting Objectives		
1.	Different Sorts of Objectives	
2.	Setting SMART Objectives	

<b>Lesson 10–</b> Feedback and How to Give it		
1.	Setting	
2.	Dealing with Reactions to Feedback	
3.	When Receiving Feedback?	
4.	Giving Praise and Encouragement	
5.	Giving Critical Feedback	

Lesson 11 – Managing Under Performance		
1.	Latecomer	
2.	Managing Performance: Making Mistakes	
3.	Conflict Management Case Study: No Meetings	
4.	Mediation in the Workplace	
5.	Motivation	
6.	Motivating Team	

#### Lesson 12 - Performance Management

- **1.** What is Performance Management?
- 2. Performance Management Technique

Lesson 13 - How to Establish a Good Team Culture

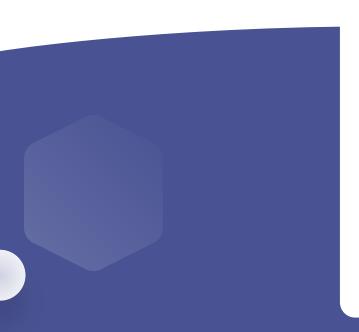
1. How to Establish a Good Team Culture

Lesson 14 - Leadership and Management Skills you Need for Successful

- **1.** Difference between a Leader and a Manager
- 2. How to Develop Management and Leadership Skills

**Lesson 15 –** Continual Improvement for Managers

1. Overview





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#### Exam Format of Management Training for New Managers Certification

<b>Examination Format</b>		
Exam Name	Management Training for New Managers 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 Management Training for New Managers, 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 Management Training for New Managers exam.

# Contact Us

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