

# MANAGEMENT TRAINING FOR NEW MANAGERS 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
- ✓ 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 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  
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA  
AMERICAN MEDICAL  
ASSOCIATION

sitel  
group

@ignify

Atos

LEAR  
CORPORATION



## 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.

## 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.

# MANAGEMENT TRAINING FOR NEW MANAGERS CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Management Training for New Managers Training

## Lesson 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

# Syllabus of Management Training for New Managers Training

## 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
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# Syllabus of Management Training for New Managers Training

## Lesson 05 – Establishing Priorities

1.	Examples of Pareto's Law in Various Situations
2.	Examples of Time Savers
3.	Principles for Effective Personal Time Management

## Lesson 06 – Decision Making

1.	How to Decide What to Do?
2.	Tips on Decision Making

# Syllabus of Management Training for New Managers Training

## Lesson 07 – Delegation

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|----|-------------------|
| 1. | What to Delegate? |
|----|-------------------|

## Lesson 08 – Who's Got the Monkey?

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|----|-----------------------------|
| 1. | Introduction                |
| 2. | Who's Working for Who?      |
| 3. | Getting Rid of the Monkey   |
| 4. | Transferring the Initiative |

# Syllabus of Management Training for New Managers Training

## Lesson 09 – Setting Objectives

1.	Different Sorts of Objectives
2.	Setting SMART Objectives

## Lesson 10– 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

# Syllabus of Management Training for New Managers Training

## 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

# Syllabus of Management Training for New Managers Training

## Lesson 13– How to Establish a Good Team Culture

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|----|--------------------------------------|
| 1. | How to Establish a Good Team Culture |
|----|--------------------------------------|

## Lesson 14 – Leadership and Management Skills you Need for Successful

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

# Syllabus of Management Training for New Managers Training

## Lesson 15 – Continual Improvement for Managers

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|----|----------|
| 1. | Overview |
|----|----------|



# Exam Format of Management Training for New Managers Certification

Examination Format	
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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<https://unichrone.com/>

