

# DEVELOPING MANAGING SKILLS FOR FIRST TIME MANAGERS

## Introduction

The transition from employee to a leader is one of the most challenging times in one's career. In addition to technical or functional expertise, managing people becomes an absolutely critical element of a new manager's job description. While some master this new responsibility intuitively, for many it does not come as naturally. This program is designed to help new managers understand the fundamentals of people management, and know the tools and skills they need to effectively manage and develop their people. This program is designed for first line and junior level managers. While the primary references are made to business organizations, professionals from public organizations and non-profits will also benefit from the program.

## Objectives of the Program

On completion of the program, participants will be able to

1. Understand the fundamentals of people management
2. Motivate their subordinate and peers
3. Assess people management issues such as employee engagement and turnover
4. Acknowledge the role of power and influence within organizations
5. Approach organizational conflicts more meaningfully
6. Play an active role in change management

## Pedagogy of the Program

This program is designed as an active and intensive learning experience. During the two-day program, participants will gain evidence-based knowledge, skills, and tools that will prepare them for managing people in their organizations. Experiential learning assignments, team exercises, facilitated group discussions, case analyses, and role-plays will be used as pedagogical tools. Participants will be required to read and analyze the study materials in advance for effective discussion and learning during the MDP.

## Indicative Content of the Program

Day 1

1. Fundamentals of Management
2. Employee Motivation
3. Emotional Intelligence
4. Group Dynamics
5. Understanding Performance
6. Managing Employee Turnover
7. Managing Stress

Day 2

1. Power and Influence
2. Managing Conflict
3. Persuasive Communication Techniques
4. Developing Self for Leadership
5. Deciphering Organizational Culture
6. Managing Change

**Program Director: Prof. Viraj Varma**

**Fees (Per Candidate):Rs 19200+GST (Non Residential-In Campus ),Rs 15000+GST (Online)**

**Proposed Dates:December 17 to 18,2020**