



SEARCH 4 EXCELLENCE

MANAGERIAL EFFECTIVENESS

Key Takeaways

- Understand and executive the following roles of a Manager:
 - Communication
 - Decision Making
 - Analysing
 - Goal Setting
 - Guiding
 - Empowering People
 - Role Model

Target Audience

**FIRST-TIME MANAGERS TO
SENIOR MANAGERS**



40 HOURS

Training Duration



Roles of a manager	Managerial influence	Effective team development	Time management	Decision making and problem solving
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KEY CONCEPTS COVERED

<ul style="list-style-type: none"> • Roles I am currently good at • Roles I need to learn • Passion triangle <ul style="list-style-type: none"> ◦ Dynamism ◦ Optimism ◦ 100% Efforts 	<ul style="list-style-type: none"> • Locus of Control • Circle of influence and control • Managerial styles 	<ul style="list-style-type: none"> • Inclusion, cooperation, transparency • Communication styles • Johari window • The art of giving and receiving feedback • X and Y theory 	<ul style="list-style-type: none"> • Setting SMART goals • Effective planning • Prioritization matrix • Effective delegation • Monkey management 	<ul style="list-style-type: none"> • Importance of decision making • Questions to ask before making a decision • Decision making techniques • Problem solving techniques
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EXPECTED OUTCOME

Understand your role and the need to have passion	Understand to not dwell on things that are out of your control and identify your managerial style	Build open and transparent relationships	Manage time effectively by setting smart goals, prioritization and delegation	Effectively make decisions and come up with innovative solutions
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THANK YOU

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