

BECOMING A MORE EFFECTIVE MANAGER

Course duration: 1 day

Fee: Le750,000

Study method

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

Course overview

Managers are overworked, especially because they want to control everything and find themselves involved in operations and handling daily activities. Their roles are multi-functional and their efforts are appreciated more than the results. Some of them end up being ineffective and do not have the tools required to develop themselves so that they are more effective. This course will provide managers with the tools required to make them more effective.

Learning outcomes

After the course, participants will be able to:

- Recognise the needs to be effective at work;
- Explain the positive attitude and behaviour that should be followed in the workplace;
- Assess their own effectiveness;
- Identify the skills needed to improve their own effectiveness;
- Choose appropriate forms of development;
- Set a plan for personal development.

Course content

Unit	Content
1	The need to be effective <ul style="list-style-type: none">• What is effectiveness?• Why do managers need to be effective?
2	The ways to be effective <ul style="list-style-type: none">• Shifting to a positive attitude and behaviour• Assessing your effectiveness• Choosing personal development methods• Implementing a development plan

Targeted participants

This course is designed for SME owners and CEOs, supervisors and managers of any organisation

Benefits of studying at JobSearch

- Trainers are knowledgeable and are trained to train adults
- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

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