



## 2 day open program **Managerial Skills for New Managers**

**Lead Yourself**

**Shine  
Leadership**

**To lead people means mastering the basic management tools  
and knowing how to effectively and sensitively use them.**



**Erika Tomešová**  
lecturer

For dates, prices, registration,  
organizational information and terms  
and condition go to:  
**[ShineLeadership.cz](http://ShineLeadership.cz)**

#### **Location**

Shine Group Training Centre Prague,  
Vítězné nám. 2, Praha – Dejvice

#### **Contact Person**

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#### **Why choose this program?**

- After this course, you will know the key roles of a manager and how to effectively fulfill them.
- You will be provided with instructions on fundamental management tools such as goal setting, assigning tasks, delegating, providing feedback and you will know how to implement them.
- Learn to make decisions in complex situations.
- Be able to manage difficult situations, e.g. a negative feedback.
- Have a basic knowledge of managerial time-management.
- Know how to run effective meetings.
- Learn to communicate with your partner more openly and with a respect, you will improve your managerial communication.
- Gain confidence and strengthen your natural authority.
- Be able to define your own managerial strategy.

#### **Who is it for?**

- New managers
- Professionals who are preparing for a managing role

#### **Topics**

- Personal leadership skills development
- Roles and duties of a manager
- Where people meet and processes
- The five forces of success
- Basic management tools
- Managerial time-management
- Application into practice

You will understand the role of a manager – leader. You will be provided with basic information and tools for effective management. You will work on your own potential so that you will fulfill your managerial role with honor and with a natural authority which is not given by your position.

To manage people means to lead them to desired productivity. To be able to do that, there are fundamental management tools: goal setting, assigning tasks, delegating, and providing feedback. Learn to use them effectively!

#### **Methods and techniques**

Communication exercises, training of model situations, video analysis, guided discussion, presentation of fundamental terms and concepts.

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