

# Proven Skills for Tomorrow's Leaders

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Whether you've recently transitioned into a management role or simply need to sharpen your skills, managing others can be extremely challenging. Instead of learning by trial and error, *Proven Skills for Tomorrow's Leaders* provides newly promoted or prospective managers with the knowledge they need to succeed in this demanding role.

This interactive course will provide solutions for the new manager by using many case studies and role plays that typical managers deal with on a daily basis. By practicing these time-tested skills during the course, you will be equipped to immediately apply them back on the job.

*"The best minute you spend is the one you invest in your people."*

*Ken Blanchard*

## **You Will Learn To:**

- Recognize the skills necessary to be an effective manager
- Match your management behavior to employee development levels
- Evaluate and measure the performance of the individuals on your team
- Utilize techniques such as delegation and planning to maximize time

## **You Will Benefit By:**

- Establishing trust and respect in the role of supervisor
- Communicating effectively to increase employee performance
- Improving your ability to recognize employee needs and motivate them accordingly
- Better balancing the demands on your time as a manager