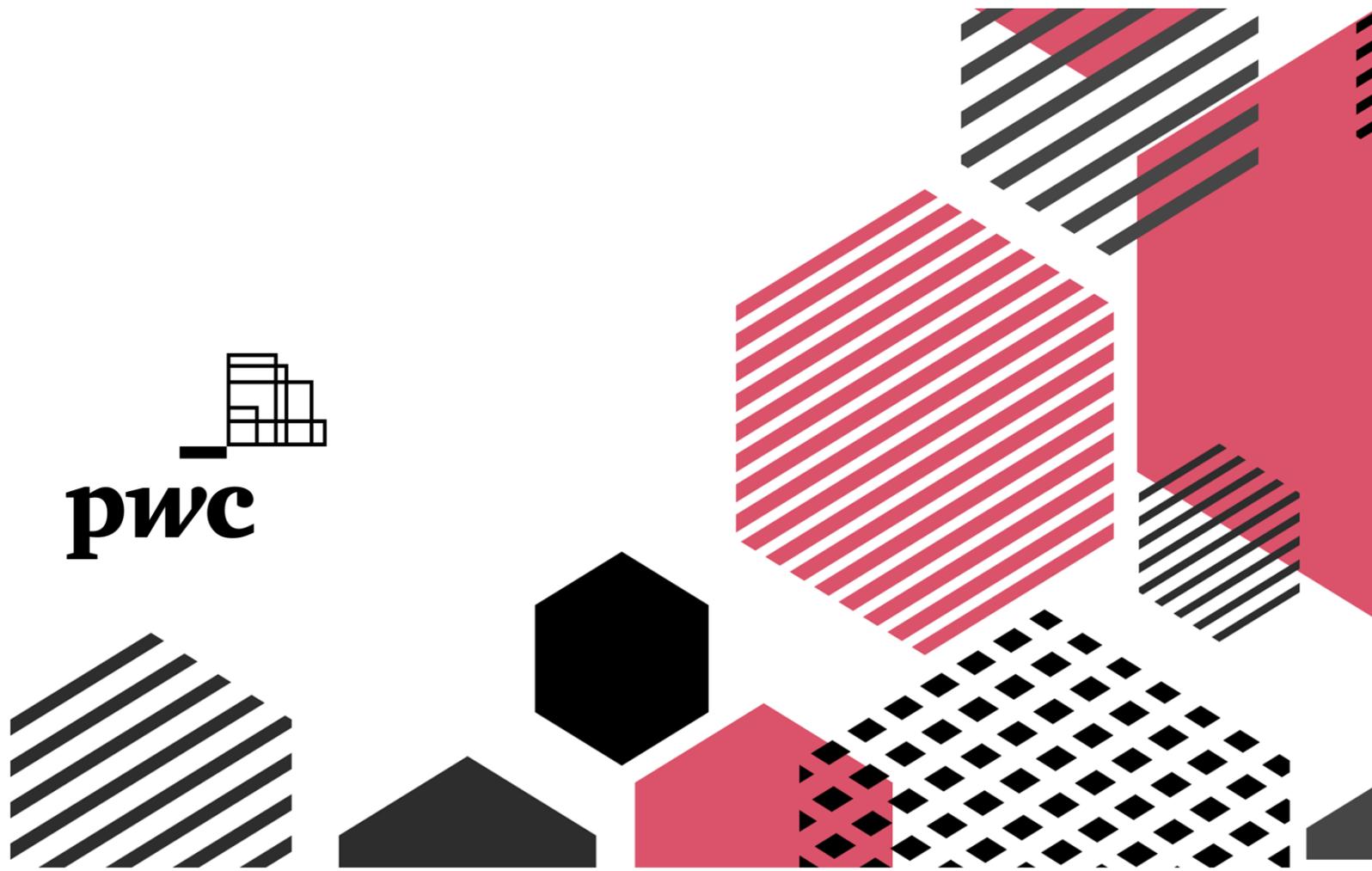


Management Essential Skills

New Managers Programme



Series of 3 modules on key topics for professional development of successful managers with **Mr. Tim Kemp**



Module 1: Focus on Self - the critical role and abilities of the Manager

This module will focus on the fundamentals of management functions and skills. During this introductory first module managers will understand and enhance essential skills and behaviors: being good role model, prioritising, taking decisions and creating and maintaining healthier and trustful workplace. Managers will learn more on why and how to look after their selves in order to manage stress better and build resilience.

Topics:

- Role and importance of the Manager
- Prioritisation
- Expectations and clarity
- Decision making
- How our brains react to stress
- How do we build resilience
- How do we create a healthier workplace
- Own image and behavior in terms of building and re-building trust



Module 2: Focus on Others - the impact we have on managing others

If the first module of the program was about ourselves, this module is about the impact we have on others. We will focus on how change invariably generates a range of responses in the people we manage – from resistance and disapproval to quieter denial and depression. As Managers it is important to know how to help people re-engage.

Topics:

- The art of delegating
- The skill of giving (and receiving) effective feedback
- Ways of influencing upwards
- The neurological drivers that affect performance
- Holding critical conversations
- Dealing with unhelpful emotions
- Using coaching to improve performance

Module 3: Focus on Business - from effectiveness to shaping trends in people management

The last module is about business effectiveness. Or, if you like, the link between individual performance and business contribution. We will rehearse and last but not least, we will look at the future. What are the trends in people management that we need to be aware of? And how do we create a workplace that is open to innovation?

Topics:

- Managing performance
- Defining and measuring meaningful performance metrics
- Dealing with a diverse and multi-generational workforce
- Creative thinking
- The need for leadership and
- Creating high performing teams

Management Essential Skills New Managers Programme

Module 1:

25 & 29 October 2021, 9:00-12:30 both days

Module 2:

23 & 24 November 2021, 9:00-12:30 both days

Module 3:

15 & 16 Dec 2021, 9:00-12:30 both days

Fee: 450 Euro (excl. VAT) per person

Language: English

Registration: [Here](#)



Tim Kemp

MA, MBA, Chartered Fellow CIPD

Tim Kemp has over thirty years working as a facilitator and Learning and Development specialist. He was the reactive force behind a range of learning simulations, podcasts, video 'triggers' and web seminars.

Programme Director for UNICEF's global management Masterclass, Senior Consultant with Korn Ferry International - working on Diversity, Leadership and Cultural Agility projects – and Senior Consultant with Leading Women (a US-based company specializing in gender dynamics). Honored to be working with PricewaterhouseCoopers Academies in Eastern Europe, delivering their Mini MBA as well as Masterclasses in HR strategy and effectiveness, as part of their innovative partnership with the CIPD.

Tim is also retained by the Council of Europe in Strasbourg to design and deliver L&D Consultancy, and was recently engaged by the United Nations Climate Change Secretariat to evaluate training.

Respected advisor and coach to strategic leaders in a variety of sectors and industries. He is a faculty Member, PwC Academy in Eastern Europe for the Mini MBA Programme as well as an Adviser to GSK Project Management Academy and Morrison's Coaching Leadership Academy. In addition he is a Visiting Fellow at Bristol Business School.



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