NEW MANAGER

A 3 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

As a new manager you face a range of challenges which place demands on your experience, time and skills. In this course you will learn alongside people facing similar challenges, across a range of industries and management roles; practising techniques to use immediately, including how to manage oneself, time, personal performance and team outcomes.

THIS COURSE IS RIGHT FOR YOU:
If you are a newly appointed manager or an existing manager seeking to upgrade and formalise skills, or alternatively to acquire skills required for a management role.

YOUR EMPLOYER WILL BENEFIT BECAUSE:
You will have the skills to step up to management and engage effectively up, down and across your organisation.

WE’LL COVER:
- Leadership vs management
- Planning and prioritising
- Time and priority management
- Delegation and empowerment
- Managing and coaching performance
- Motivating and engaging teams
- Managing conflict
- Networking

YOU’LL LEARN HOW TO:
- Apply different leadership styles
- Produce meaningful operational plans for a team
- Develop and apply emotional intelligence
- Apply motivation techniques
- Apply the GROW coaching model
- Understand team development
- Use constructive confrontation

FOR MORE INFORMATION CONTACT
T. 08 8946 6065
E. shortcourses@cdu.edu.au
W. www.cdu.edu.au/shortcourses