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Course information from ZandaX

Fundamental Skills for New Managers & Team Leaders

A premier New Manager training course from ZandaX

Course duration: 3 hours 30 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ About the Course
 - ★ Summary of course objectives, and yours too
- ✓ Making the Transition
 - ★ Deal with the challenges you face when making the transition
- ✓ Responsibilities of a Supervisor
 - ★ See how your responsibilities have a simple structure
- ✓ Managing Your Time Better
 - ★ Use time management skills to get the most out of your day
- ✓ Communicating For Success
 - ★ Communicate clearly, engagingly and effectively
- ✓ Next Steps
 - ★ With the course now complete, where do you go from here?

What does our New Manager Fundamental Skills course cover?

New to Line Management? This Course is for You!

This easy-to-follow interactive course has been designed for new managers who are making the transition into a team leader, line management or staff supervisor role.

You'll get a solid foundation in the key principles and skills that you need to understand and implement when stepping up as a new manager.

With attractive screens, interactive content and -- most important of all -- content written by experts in doing the job, you'll get the skills you need to maximise your success when moving into your management role.

This New Manager skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better new manager skills?

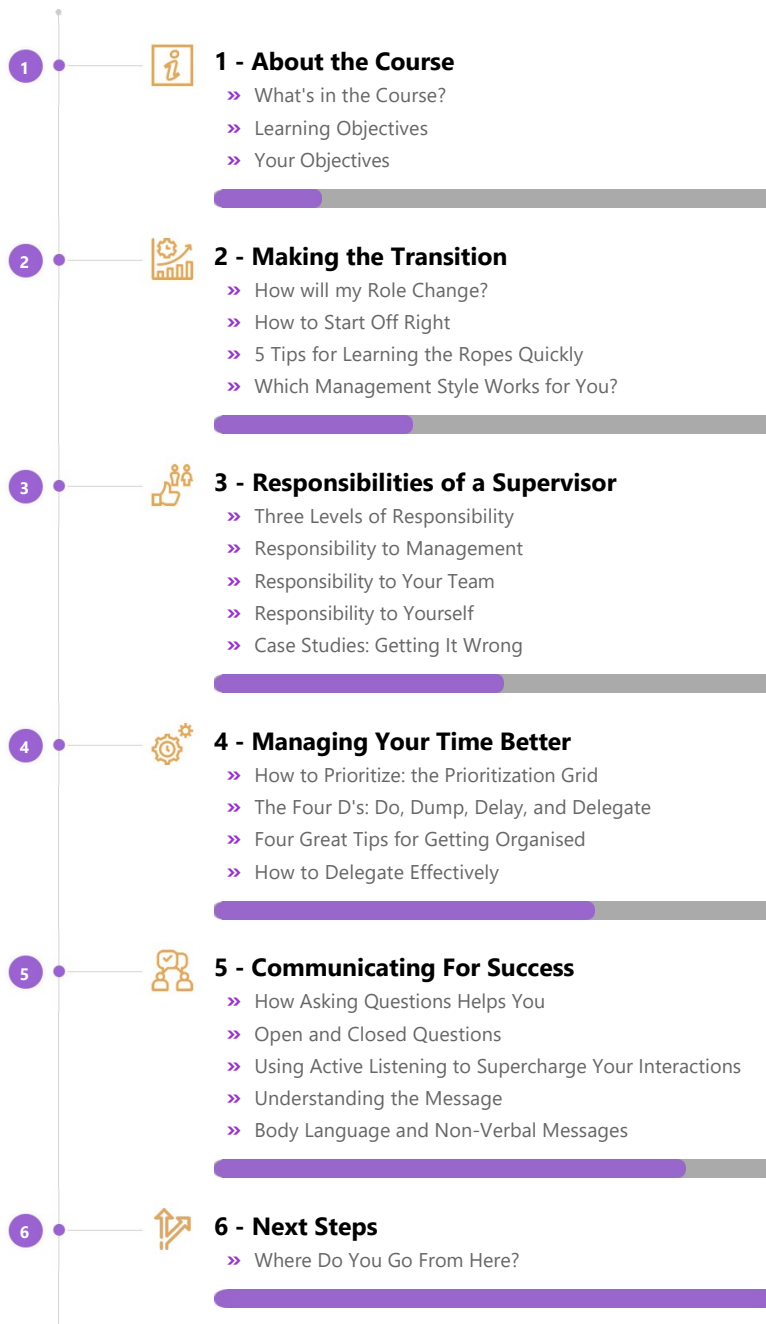
Course requirements

This is a 'back to basics' course, so no experience in a management role is needed, though if you aren't a new manager you'll still find plenty to learn and think about!

Who's this course for?

New managers, team leaders and staff supervisors, who are looking for an interactive, practical induction into how to manage teams for results.

Course content for Fundamental Skills For New Managers & Team Leaders



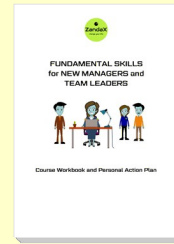
And There's a Great 44-page Workbook...

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Structured content with space for **your own notes** so you personalize your learning
- Apply the lessons in each module to your own situation and needs
- The **unique ZandaX Personal Action Plan** with four structured Follow Up Sessions for you to monitor and manage your ongoing development
- A final Review Session for you to see just **how far you have come!**



More about the ZandaX Fundamental Skills For New Managers & Team Leaders course

Get the Skills You Need to Lead Your Team!

Get the fundamental skills every new manager needs

This fully interactive online workshop provides an introduction for new managers by outlining how to successfully transition to the role, then defining the role and responsibilities you have as a staff supervisor.

There is a module on managing time because you'll need to be as productive as you can.

We end with a module on communicating effectively, so you can be sure to avoid the biggest source of problems in any staff management role.

You'll get a far-reaching insight into how to move from being a team member to being a team leader, and the skills and understanding you get will last a lifetime.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get a comprehensive ZandaX workbook and Development Plan that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/ to view the latest details, including related courses, prices and quantity discounts.

ZandaX

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