Leadership & Management Skills for New Managers & Supervisors

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Geneva (Switzerland)



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Why This Course

Transitioning into a managerial or supervisory role comes with new challenges and responsibilities. New leaders who can communicate effectively, motivate teams, and make strategic decisions set the foundation for team success and organizational growth.

The Foundations of Leadership for New Managers and Supervisors program is a 1-week intensive designed to equip participants with practical leadership and management skills. Through interactive exercises, real-world scenarios, and hands-on practice, attendees will gain the confidence and competence needed to thrive in their new roles.

What You'll Learn and Practice

By participating in this program, you will:

- Develop core leadership skills and understand different leadership styles.
- Master communication techniques and strategies for motivating teams.
- Apply performance management and coaching methods to drive results.
- Enhance strategic decision-making and problem-solving capabilities.
- Build and lead high-performing, cohesive teams.

The Program Flow

Day 1: Foundations of Leadership

- Understanding the manager's role and key responsibilities.
- Exploring leadership styles and their impact on teams.
- Applying emotional intelligence in leadership.
- Transitioning effectively from individual contributor to leader.

Day 2: Effective Communication and Team Building

- Mastering verbal and non-verbal communication.
- Active listening and delivering constructive feedback.
- Building trust, rapport, and collaboration within teams.
- Implementing strategies to motivate and engage team members.



Day 3: Performance Management and Coaching

- Setting clear goals and expectations for team members.
- Conducting effective performance reviews.
- Coaching and mentoring employees for development.
- Handling difficult conversations and resolving conflicts.

Day 4: Strategic Decision Making and Problem Solving

- Applying analytical thinking and structured problem-solving methodologies.
- Assessing and managing risks effectively.
- Prioritizing tasks and managing time efficiently.
- Delegating responsibilities to empower team members.

Day 5: Building High-Performing Teams

- Understanding team dynamics and stages of development.
- Fostering a positive, collaborative team culture.
- Managing diversity, inclusion, and team cohesion.
- Leading teams through change and uncertainty.

Individual Impact

Participants will leave the program able to:

- Lead with confidence and clarity in their new roles.
- Communicate effectively and motivate teams to achieve goals.
- Make informed, strategic decisions and solve problems efficiently.
- Build, develop, and sustain high-performing teams.

Work Impact

Organizations will benefit from leaders who can:

- Drive team productivity, engagement, and morale.
- Implement effective performance management and coaching practices.
- Foster a culture of accountability, collaboration, and continuous improvement.
- Navigate change effectively while maintaining team performance.

Training Methodology

This program blends theory with practical application through:



- Interactive workshops and hands-on exercises.
- Real-world case studies and role-playing scenarios.
- Peer discussions and collaborative problem-solving activities.
- Action planning to apply leadership techniques directly in the workplace.

Beyond the Course

Upon completion, participants will be equipped to:

- Transition confidently into managerial or supervisory roles.
- Lead teams effectively with strong communication and motivational skills.
- Make strategic decisions that drive team and organizational success.
- Foster high-performing, resilient, and adaptable teams.

