Essential Management Skills for New Leaders Training

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Lisbon (Portugal)



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Why This Course

The transition into management is one of the most important career shifts a professional can make. Newly promoted managers often move from being responsible for their own performance to being accountable for the performance, motivation, communication, and development of an entire team.

This intensive 1-week New Managers Development Programme equips newly promoted managers with the essential skills, mindset, and practical tools needed to succeed in their leadership roles. The course focuses on core management competencies, communication, delegation, team building, performance management, decision-making, problem-solving, change leadership, time management, and strategic thinking. Through interactive sessions and real-world case studies, participants will learn how to lead with confidence, manage people effectively, and contribute to organizational success.

What You'll Learn and Practice

By joining this program, you will:

- Understand the transition from individual contributor to manager.
- Develop core management competencies and leadership skills.
- Identify your leadership style and how it affects team performance.
- Set clear goals, expectations, and priorities for your team.
- Communicate clearly and confidently with team members.
- Apply active listening and constructive feedback techniques.
- Delegate tasks effectively and empower others.
- Manage difficult conversations and workplace conflicts.
- Build and lead high-performing teams.
- Motivate and engage team members.
- Conduct effective performance reviews.
- Address poor performance and coach for improvement.
- Apply analytical thinking, problem-solving, and decision-making techniques.
- Develop a strategic mindset aligned with organizational objectives.



The Program Flow

Day 1: Foundations of Management

- Understand the shift from individual contributor to manager.
- Clarify management roles, responsibilities, and expectations.
- Explore different leadership styles and their practical impact.
- Set clear goals and performance expectations for team members.
- Build confidence in your new management role.

Day 2: Effective Communication and Delegation

- Strengthen interpersonal communication skills.
- Practice active listening and constructive feedback.
- Delegate work in a way that builds accountability and trust.
- Empower team members through clear responsibilities and follow-up.
- Manage difficult conversations and resolve conflicts professionally.

Day 3: Team Building and Performance Management

- Create and lead high-performing teams.
- Apply motivation techniques to improve engagement.
- Build team trust, collaboration, and accountability.
- Conduct effective performance reviews.
- Address poor performance with clarity, fairness, and a coaching mindset.

Day 4: Decision Making and Problem Solving

- Apply analytical thinking to workplace challenges.
- Use structured problem-solving techniques.
- Make informed decisions under pressure.
- Manage change and overcome resistance.
- Encourage innovation and creativity within the team.

Day 5: Strategic Leadership and Personal Development

- Develop a strategic mindset as a manager.
- Align team goals with organizational objectives.
- Improve time management and prioritization.
- Balance operational tasks with leadership responsibilities.
- Create a personal leadership development plan for continued growth.



Individual Impact

- Build confidence in managing and leading teams.
- Improve communication, feedback, delegation, and conflict resolution skills.
- Strengthen problem-solving and decision-making ability.
- Develop stronger time management and prioritization habits.
- Gain a clear personal leadership development plan.

Work Impact

- Improve team productivity, engagement, and accountability.
- Strengthen communication and collaboration within teams.
- Reduce management challenges caused by unclear expectations or weak delegation.
- Improve performance management and employee development.
- Support stronger alignment between team goals and organizational success.

Training Methodology

This program combines management principles with practical workplace application through:

- Leadership style assessments and reflection exercises.
- Communication and feedback practice.
- Delegation and empowerment workshops.
- Team building and motivation activities.
- Performance review and coaching simulations.
- Conflict resolution and difficult conversation scenarios.
- Decision-making, problem-solving, and strategic planning case studies.
- Personal leadership action planning.

Beyond the Course

Upon completion, participants will be able to:

- Manage and lead teams with greater confidence.
- Communicate expectations, feedback, and priorities more effectively.
- Delegate work clearly and improve team productivity.
- Motivate team members and strengthen performance.
- Handle conflicts and difficult conversations professionally.
- Apply strategic thinking to support organizational success.

