# New Manager

## New Manager

Expert managers are key to the success of a company. Upgrade your skills as a new manager with this New Manager bundle. The New Manager bundle will provide you with 7 management courses to be an excellent New Manager, at a very reasonable cost.

The New Manager course is designed by professionals while keeping in mind the obligatory and interpersonal skills needed to be an excellent manager. You will be taught about the types of leadership skills, instructions on assigning work, managing time and projects in this New Manager bundle. You'll be able to think systematically and ethically as a new manager after completing this exclusive New Manager course.

To turn your dream job into a reality this New Manager course is everything you need right now. So, without any delay enrol now and be a professional new manager!

CPD accredited New Manager bundle is the most comprehensive bundle on management now available online, offered by Skill up to upskill you with core to advanced New Manager ideas and escalate yourself as a peerless potential in the Manager promising industry.

Sign up for the all-inclusive New Manager bundle, and experience relentless development of in-demand knowledge, skills and strategies of a new manager within you! This self-paced New Manager bundle by Skill Up, loaded with up-to-date knowledge and techniques, is truly ideal for Manager aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium New Manager bundle now!

Learning Outcomes of this New Manager Bundle:

- Obtain the core of leadership and management as a New Manager
- Be capable of controlling tough situations
- Know how to have an effective influence on employees as a New Manager
- Get directions on assigning duties as a New Manager
- Be cautious of the ethical awareness of a new manager
- Be competent in settling disputes as a new manager
- Develop constructive thinking as a New Manager

- Learn brilliant methods to manage projects and much more!

New Manager Bundle Specialities

- 10 hours of instant video lectures and downloadable New Manager resources.
- Affordable premium-quality New Manager eLearning content, you can learn at your own pace.
- You will receive 7 completion certificates upon completing the New Manager bundle.
- An internationally accepted Certificate of New Manager would boost up your resume.
- You will learn the researched and proven approach of New Manager adopted by renowned experts.

Assessment

After completing all the modules of the New Manager bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the New Manager bundle completion Final Exam with absolutely no extra cost.

Certificate

This New Manager bundle comes with PDF Certificates, PDF Transcripts, making it the perfect value for money. You can also claim a Hard Copy certificate for only £10.99.

This New Manager Bundle Consists of the Following Courses:

- Course 1: New Supervisor & Team Leader Training
- Course 2: Leadership & People Management
- Course 3: Project Management Masterclass
- Course 4:Time Management: Step By Step Training
- Course 5:Facilities Services Manager – Level 5
- Course 6:Managing Budgets
- Course 7:Excel Data Tools & Data Management

# Curriculum Breakdown of the Premium Courses:

## ➢ New Supervisor & Team Leader Training

- Module 1- Setting Expectations
- Module 2 - Setting Goals
- Module 3 -Assigning Work
- Module 4 - Degrees of Delegation
- Module 5 - Implementing Delegation
- Module 6 - Providing Feedback
- Module 7 - Managing Your Time
- Module 8 - Resolving Conflict
- Module 9 - Tips for Special Situations
- Module 10 - A Survival Guide for the New Supervisor

## ➢ Leadership & People Management

- Module 1 - The Evolution of Leadership
- Module 2 - Situational Leadership
- Module 3 - A Personal Inventory
- Module 4 - Modeling the Way
- Module 5 - Inspiring a Shared Vision
- Module 6 - Challenging the Process
- Module 7 - Enabling Others to Act

- Module 8 - Encouraging the Heart
- Module 9 - Basic Influencing Skills
- Module 10 - Setting Goals

## ➢ Project Management Masterclass

Unit 01: Introduction

- 1.1 Introduction to Project Management
- 1.2 6 Pathways of Project Management
- 1.3 Course Structure: Simplified Framework
- 1.4 System Thinking
- 1.5 Project Timeline
- 1.6 Pyramid ProjectUnit 01: Introduction

Unit 02: Project Management Framework

- 2.1 Project
- 2.2 Project Management
- 2.3 The Matrix Environment
- 2.4 Enterprise Environmental Factors and Organisational Process Assets
- 2.5 Project Constraints
- 2.6 Process Groups
- 2.7 Integration Management
- 2.8 Stakeholder Management
- 2.9 Scope Management
- 2.10 Schedule Management
- 2.11 Cost, HR, Quality and Risk Management
- 2.12 Communication and Procurement Management
- 2.13 Knowledge Areas and Process Groups

Unit 03: Integration Management

- 3.1 Develop Project Charter
- 3.2 Project Charter Template
- 3.3 Timeline View of Project Documents

Unit 04: Stakeholder Management

- 4.1 Identify Stakeholders
- 4.2 Stakeholder Register Template
- 4.3 Timeline View of Project Documents

Unit 05: Project Scope Management

- ● 5.1 Project Scope
- ● 5.2 Collect Requirements
- ● 5.3 Define Project Scope
- ● 5.4 Create WBS: Work Breakdown Structure
- ● 5.5 Project Scope Baseline
- ● 5.6 Timeline View of Project Documents
- ● 5.7 Microsoft Project
- ● 5.8 MS Project – User Interface Explained
- ● 5.9 MS Project – Entering Scope Items

Unit 06: Schedule Management

- ● 6.1 Define Activities
- ● 6.2 Sequence Activities
- ● 6.3 Estimating Activity Durations
- ● 6.4 Develop Schedule Process
- ● 6.5 Critical Path Method
- ● 6.6 Compressing Schedule : Crashing and Fast-tracking
- ● 6.7 Timeline View of Project Documents
- ● 6.8 Microsoft Project – Entering Activities and Duration
- ● 6.9 Microsoft Project – Sequencing Activities & Creating Gantt Chart
- ● 6.10 Microsoft Project – The Project Schedule

Unit 07: How Much/Many of the Project

- ● 7.1 Estimated Costs
- ● 7.2 Determined Budget
- ● 7.3 Timeline View of Project Documents
- ● 7.4 Estimate Activity Resources
- ● 7.5 Timeline View of Project Documents
- ● 7.6 Plan Quality
- ● 7.7 Timeline View of Project Documents
- ● 7.8 Introduction to Risks
- ● 7.9 Identify Risks
- ● 7.10 Perform Qualitative Risk Analysis
- ● 7.11 Perform Quantitative Risk Analysis
- ● 7.12 Plan Risk Responses
- ● 7.13 Timeline View of Project Documents

Unit 08: Where in the Project

- ● 8.1 Plan Communication
- ● 8.2 Timeline View of Project Documents

➢ **Time Management- Step By Step Training**

- Delegating – Best Practices
- Why Delegating Fails
- Hiring vs. Outsourcing
- Fast Lazy Way to Create PowerPoints

## Section 08: Inbox Zero Email Mastery
- Welcome to Inbox Zero Email Mastery
- Stopping Email Interruptions
- Sorting Your Inbox Daily
- Stop Working in Your Inbox
- Email Analysis
- Dumping Unneeded Emails
- Delegating Emails
- Scheduling Emails
- Finish the Most Important Emails First
- Email Handling & Reply Tips
- Email Replies in Seconds Using Text Expanders
- Second Priority Level Emails
- Stop Digital Filing & Embrace Search
- Handling Reading/Resource Emails
- Reduce Internal Emails with Task Management Systems
- Reducing Customer Emails with Support Ticket Systems
- How to Use Email Filters to Save Time
- Best Practices for Internal Email
- Outsource Your Email with Personal/Virtual Assistants

## Section 09: Effective Meetings
- Introduction to Effective Meetings
- The Importance of an Agenda
- Having the Right People at the Meeting
- Setting Ground Rules for the Meeting
- Preparing Reports before Meeting
- Capturing Meeting Notes
- Starting on Time
- Getting Attendees Involved
- Keeping the Meeting on Track
- Creating an Action Plan
- No "Anything Else?" Questions
- End Meetings on Time
- After Meeting Follow Up
- Online Meeting Tips
- Dealing with Controversial Topics

Section 10: Automating Your Work
- The Importance of Automation
- Getting Started with Automation
- Automating with Text Expanders

Section 11: Work/Life Balance
- Introduction to Work/Life Balance
- Work Life Balance Steps 1-5
- Work Life Balance Steps 6-8
- Step 9: Learn to Play Again
- Work Life Balance Steps 10-14
- Work Life Balance Steps 15-17

Section 12: Student Time Tips
- Student Time Planning
- Creating Focus for Students
- Learning Tips for Students

## ➢ Facilities Services Manager - Level 5
- Module 01: Introduction to Facility Management
- Module 02: Space Management
- Module 03: Managing Workplace Services
- Module 04: Human Resource and Contract Management
- Module 05: Lease Purchase and Vendor Management
- Module 06: Health and Safety at Work
- Module 07: Sustainable Facility Management
- Module 08: Maintenance and Repairs
- Module 09: Project Management
- Module 10: Business Development and Succession Planning

## ➢ Managing Budgets
- Module One: The Fundamentals of Finance
- Module Two: The Basics of Budgeting & Parts of a Budget
- Module Three: The Budgeting Process
- Module Four: Budgeting Tips and Tricks & Crunching the Numbers
- Module Five: Budget & Investment Opportunities
- Module Six: Directing the Peerless Data Corporation

## ➢ Excel Data Tools & Data Management

- Project Files
- Data Validation Rules to Prevent Bad Data Entry
- Drop Down Lists for Easy Data Entry
- Custom Validation Messages and Alerts
- Splitting Data into Different Columns by Delimiter
- Splitting Data of a Fixed Width
- Easily Remove Duplicate Rows from a List
- The Incredible Flash Fill Tool
- Goal Seek – How to Reach the Result you Want
- Data Tables – Test Multiple Values Impact on a Formula Result
- The New Rich Data Types in Excel