



Course information for

Fundamental Skills for New Managers & Team Leaders

A premier New Manager training course from ZandaX

Fundamental Skills for New Managers & Team Leaders

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 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 easy-to-follow videos, interactive exercises 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 beginner 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



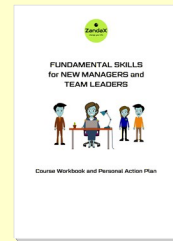
And There's a Great 44-page Workbook...

How about realizing your **full potential**?

Choose the **Development** course option and get your own great, results-focused downloadable workbook.

The workbook features:

- **Summary notes** of the course to refer to as you go
- Space for **your own notes** alongside the summaries
- 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 core skills and understanding 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 by showing you how to communicate 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 manager or team leader, and the skills and understanding you get will last you a lifetime.

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

Learning options

This course is delivered as fully interactive online content which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

The course is offered with the following option:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is our most popular course option because it also includes a comprehensive ZandaX workbook and Development Plan which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development.

ZandaX

ZandaX – Change Your Life ... Today

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