



## Moving into Management

~ *Laying a Foundation of Key Management Skills* ~

- Specially designed for first time supervisors, assistant managers and those moving from an individual contributor to a people manager role
- Uses the TKI® to develop skills for managing relationships at work and handling difficult people

This 2 module programme enables new or recently appointed managers to move from an individual contributor to the role of manager. It gives them a comprehensive understanding of what managers do as well as the skills they need to be successful.

They will learn how to carry out the key management steps of planning and organising work, then directing and motivating their people, and how to use different behaviours to build effective relationships and achieve high productivity from others.

*The key management skills and competencies delivered in this programme are:*

- Planning and goal setting
- Decision making
- Communication
- Time management
- Conflict management
- Motivation
- Giving feedback
- Giving thanks and appreciation

## Core Leadership Programmes

**Moving into Management** | Leading High Performance Teams | Strategic Leadership | Building the Executive Team | Executive Development

Over the last 20 years Management Development Services Ltd. (MDS) has achieved a notable track record in Greater China, raising levels of effectiveness for leaders and sales professionals. Using the best assessment instruments available, we have created a series of outstanding core leadership programmes to address the needs of leaders at all levels in the organisation.

For more information about **Moving into Management** or any of our other programmes or assessment instruments please contact MDS at:

Hong Kong (852) 2817 6807      Beijing (86 10) 8441 7710      Shanghai (86 21) 3251 7205      Taipei (886 2) 7730 3378      Singapore (65) 8336 5704

Email: [mds@mdshongkong.com](mailto:mds@mdshongkong.com) Website: [www.mdshongkong.com](http://www.mdshongkong.com) or [www.mdsbeijing.com](http://www.mdsbeijing.com)

# Moving into Management

This is a 4 day programme delivered in 2 modules, with a pre-course MDS 360 Skills Assessment and Learning Circles after each module to follow up workplace assignments.

## Module 1 — Planning and Organising Operations

- Day 1 Planning and Execution
- Leading an operation
  - The role of the manager
  - Making effective decisions
  - Communicating your ideas
- Day 2 Delivering for High Performance
- Setting priorities
  - Planning your time
  - Setting goals and allocating work
  - Raising productivity

## Module 2 — Leading and Motivating People

- Day 1 Getting the Best from Your People
- Understanding behaviour
  - Managing conflict
  - Motivating difficult people
  - Creating a participative leadership style
- Day 2 Managing Results
- Directing complex tasks
  - Motivating and energising people
  - Giving feedback
  - Giving thanks and appreciation

### Blended Learning

Blended learning ensures that the training produces new attitudes and behaviours in the workplace – and ensures clients get value for money.

### Pre-course Preparations

- Pre-course Questionnaire (PCQ)
- MDS 360® Skills Assessment
- Psychometric assessment: TKI®
- Selected reading (short documents)

### Post-course Learning Circles

A learning circle group is 4 – 5 people who formed a table team during the workshop. The learning circle lasts for 1.5 hours (4 learning circle groups in 1 day). These are powerful reviews which ensure:

- post-course workplace assignments are completed
- participants deepen and reinforce their learning
- new attitudes and behaviours are embedded in the workplace
- participants move forward with individual development plans

MDS specialises in leadership development, executive coaching, sales effectiveness and assessment instruments. With this unique combination our great teams of leadership and sales trainers, executive coaches and course designers provide programmes which really boost your business performance.

