



*Training Course:
Succeeding as a New Manager*

*30 August - 3 September 2027
Vienna (Austria)*

Training Course: Succeeding as a New Manager

Training Course code: MA1084 From: 30 August - 3 September 2027 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

Introduction

Transitioning into a management role is one of the most critical and challenging steps in a professional career. New managers must quickly shift from individual contributors to leaders responsible for guiding teams, making decisions, and delivering results through others.

This program, developed by [Global Horizon Training Center](#), is designed to equip new and emerging managers with the essential skills and confidence required to succeed in their roles. It focuses on building core management competencies, including leadership, communication, delegation, and performance management.

Participants will gain practical tools to manage teams effectively, navigate common challenges, and establish a strong foundation for long-term managerial success.

Course Objectives

By the end of this program, participants will be able to:

- Understand the transition from individual contributor to manager
- Define roles and responsibilities of an effective manager
- Develop leadership and communication skills
- Manage and motivate teams effectively
- Delegate tasks and manage time efficiently
- Handle performance issues and provide feedback
- Build trust and strong working relationships
- Apply problem-solving and decision-making techniques

Target Audience

This program is designed for:

- Newly Appointed Managers
- Supervisors and Team Leaders
- Professionals transitioning into management roles
- High-potential employees preparing for leadership positions

Outline

Day 1: The Transition to Management

- From Individual Contributor to Manager
- Roles and Responsibilities of a Manager
- Leadership vs. Management
- Self-Assessment: Leadership Style
- Building Credibility and Trust
- Common Challenges for New Managers

Day 2: Communication and Relationship Building

- Effective Communication Techniques
- Active Listening and Feedback
- Building Strong Team Relationships
- Managing Expectations
- Handling Difficult Conversations
- Emotional Intelligence in Leadership

Day 3: Delegation, Time, and Work Management

- Principles of Effective Delegation
- Assigning Tasks and Responsibilities
- Time Management Techniques
- Prioritization and Work Planning
- Monitoring Progress and Accountability
- Avoiding Micromanagement

Day 4: Leading and Motivating Teams

- Building High-Performance Teams
- Motivating Employees and Engagement Strategies
- Coaching and Mentoring Skills
- Conflict Management and Resolution
- Managing Team Dynamics
- Creating a Positive Work Environment

Day 5: Performance Management and Decision-Making

- Setting Goals and Performance Expectations
- Monitoring and Evaluating Performance
- Providing Constructive Feedback
- Managing Underperformance
- Decision-Making and Problem-Solving Techniques
- Developing Personal Action Plans

Registration form on the Training Course: Succeeding as a New Manager

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
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Personal E-Mail:
Official E-Mail:

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Address:
City / Country:

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Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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