



*Training Course:  
Succeeding as a New Manager*

*12 - 16 April 2027  
Lisbon (Portugal)*

## Training Course: Succeeding as a New Manager

Training Course code: MA1084 From: 12 - 16 April 2027 Venue: Lisbon (Portugal) - 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: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

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

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.