



New Manager Training Kit

Designed to train New & Aspiring Managers

For Corporate Trainers and Training Managers

1

17 MANAGERIAL TOPICS

4

TRAINER'S NOTES

2

TRAINING RESOURCES

5

PRE ASSESSMENTS

3

FORMATIVE ASSESSMENTS

5

POST TRAINING EVALUATION

5

25 SUPPORTING DOC FILES

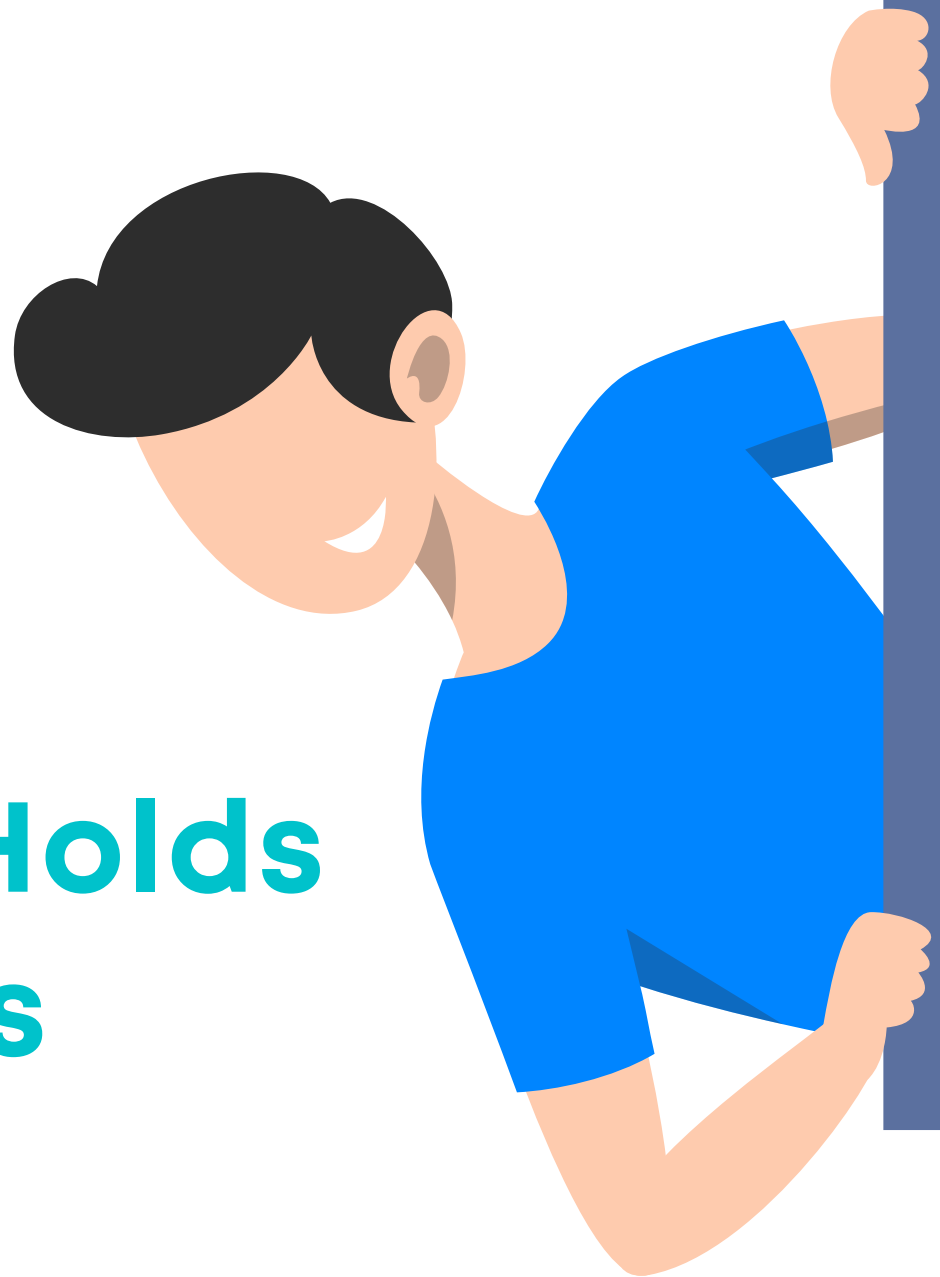
SPECIALLY DESIGNED AND DEVELOPED FOR

- In-house Organisation's Trainers
- Training Managers
- Campus to Corporate Trainers
- Aspiring Trainers and SMEs
- Freelance Training Consultants

TO TRAIN NEW AND ASPIRING MANAGERS

Let's Look at the Content





Instead of 17 Topics

**Now This Kit Holds
17 Folders**



**"Plus 3 Additional
Support Files Folders"**

And Each Folder holds Exclusive Files



And the 17 Folders are -

❖

1. 360 Degree Feedback

2. Coaching and Mentoring

3. Customer Handling

4. Decision Making

5. Effective Meetings

6. Employee Absenteeism

7. Employee Motivation

8. New Manager



9. Problem Solving

10. Selling Professional Services

11. Telesales

12. Change Management

13. Conflict Management

14. Project Management

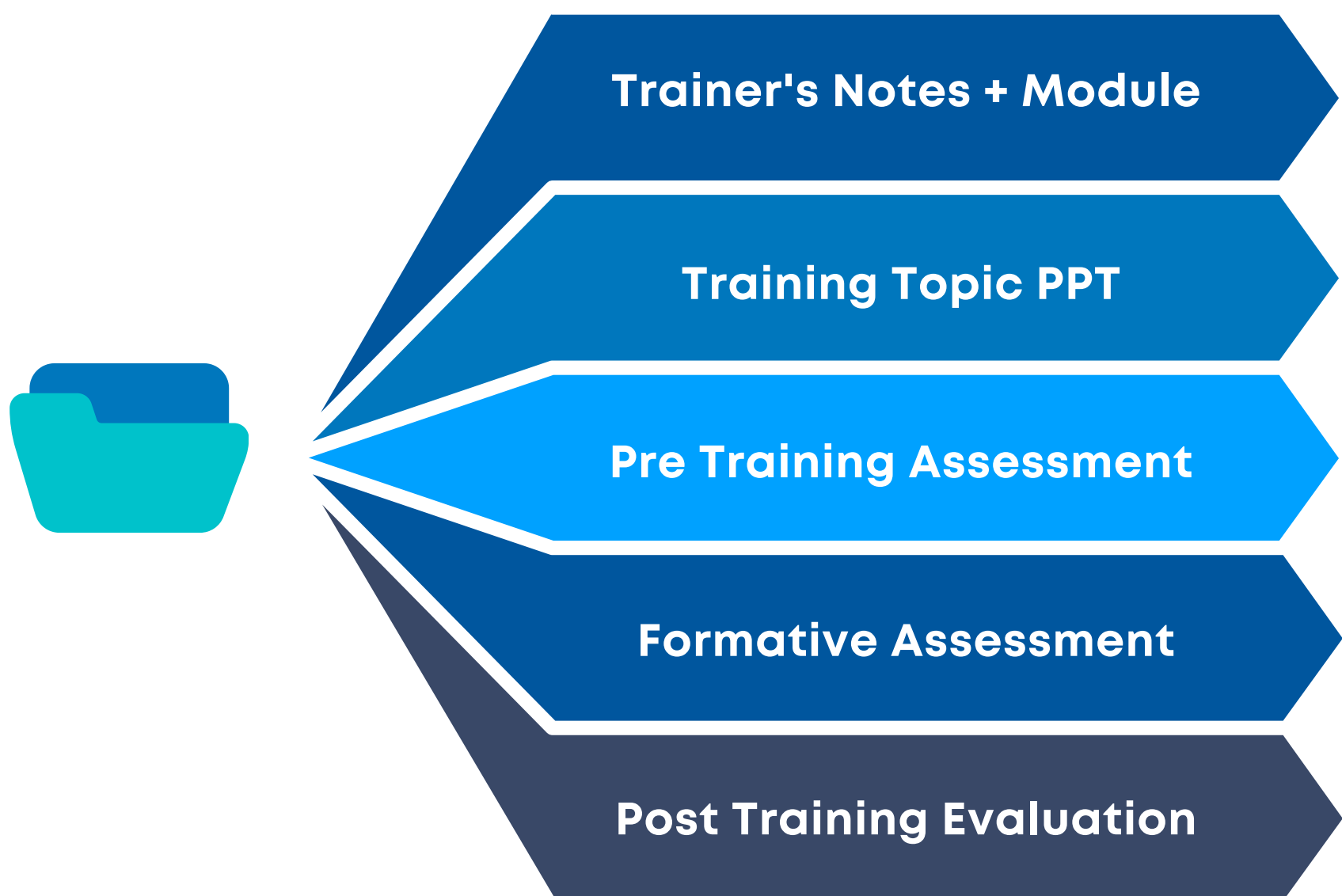
15. Quality Management

16. Strategic Management

17. Strategic Measurement



Each Folder contains 5 Specific Training Files -



ALONG WITH 3 ADDITIONAL FOLDERS

Value Addition Resources



- Leadership Styles Role Play
- The Marshmallow Challenge
- Blindfold Activity
- Empathy Mapping
- Feedback Circle
- Grow Model Practice
- Leadership in Crisis
- Leadership Journaling
- Leadership Skill Auction
- Situational Leadership
- Storytelling for Leaders
- Survival Simulation
- SWOT Analysis Workshop
- Values Based Decisions
- Vision & Values Exercise
- 50 Activities for Developing Critical Thinking
- 50 Activities for Developing Management Skills
- 50 Activities for Emotional Intelligence
- Diversity and Inclusion Activities.
- Enthusiasm and Attitude Activities.

Bonus - 25 Training Files

Forms, Worksheets, Checklists, Templates in MSWord

01 **Training Calendar
Format**

02 **TNA Worksheet**

03 **Training Feedback Form**

04 **Training Evaluation Form**

05 **Training Logistics - Worksheet**

06 **Trainers Skills Evaluation Checklist**

07 **Training and Workshop Planning Form**

08 **Pre and Post Training Checklist**

09 **Training Planning Template**

10 **Training Self Evaluation Form**

11 **Training Workplan Form**

12 **TNA Checklist**

13 **TNA Questionnaire**

14 **Training Agenda**



Bonus - 25 Training Files (cont.)

Forms, Worksheets, Checklists, Templates in MSWord

-
- 15 **Creating a training program using ADDIE Model**
 - 16 **Designing Learning Outcomes**
 - 17 **Standards of production of training curriculum**
 - 18 **Train the Trainer post training Evaluation**
 - 19 **Training Design Competency Checklist**
 - 20 **Training Material Production worklplan**
 - 21 **Training Observation**
 - 22 **Presentation Skills Checklist**
 - 23 **Training Development Worksheet**
 - 24 **Verbs for Writing Learning Objectives**
 - 25 **Icebreaker Activities**



70+ CORPORATE CASE STUDIES



A Collection of 70+ Case Studies

IN 10 DIFFERENT CATEGORIES

Innovation and Disruption

Customer Centric Strategies

Adaptability and Crisis Management

Employee Well-being and Culture

Ethical Business Practices

Supply Chain Management

Financial Management and Investments

Branding and Marketing

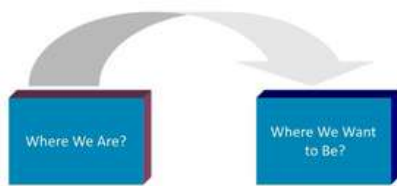
Corporate Social Responsibility

Technology Adoption & Integration

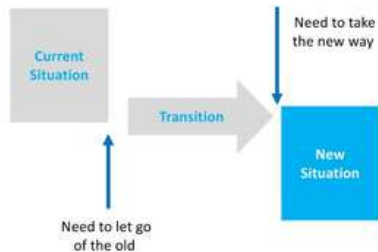
Let's Look at some Screenshots



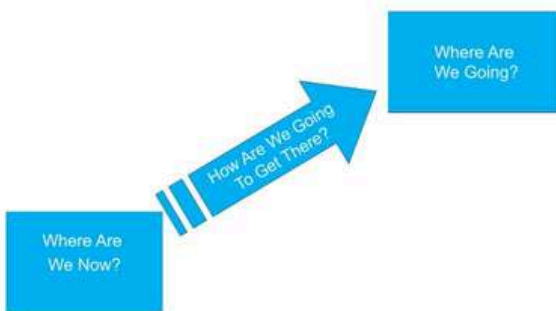
PPT Screenshots



The Transition



What is Strategy?



Do We Need Strategy?



Visioning



Formalize the Need for Change

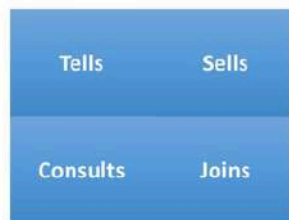
- What is leading the change?
 - Economic Pressures
 - Technology
 - Customer Satisfaction

- What is the purpose of the organization?

- What key result areas are desired?



Leadership Styles

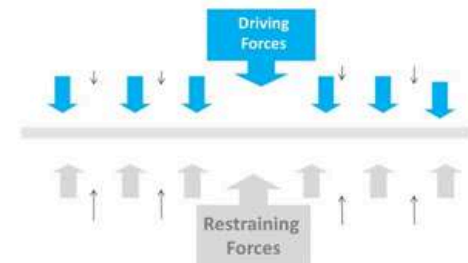


Leadership Styles - Tells

- The Leader Identifies the Problem
- Chooses a Decision and Announces this to the Group
- Decomposition of strategy into distinct steps
- Responsibility resides with the CEO



Re-Balancing The Equilibrium



Re-Balancing The Equilibrium

Driving Forces

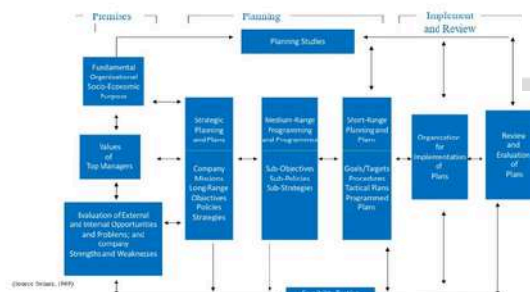
- What are the main forces driving the change?

Restraining Forces

- What are the main forces that could stop the change from happening?



The Planning School



The Positioning School

- Strategy Formation as an Analytical Process
- Strategies are generic - based on analysis
- Strategies are identifiable positions in the marketplace



Personal Productivity - Benefits



Personal Productivity - Benefits

- Benefits accruing to the individual include:

- Increased motivation
- Decreased stress
- Achievement of objectives
- Reward and recognition



Personal Productivity - Benefits

- Benefits accruing to the team include

- Better working environment
- Faster achievement of objectives
- Recognition and reward
- Motivation



Influence Zones



Influence Zone

Preference Zone

- Leadership behavior which targets behavior and activities that the employee enjoys doing and that which the employee would probably perform with a request

Designed with Creativity for Professionals



Preparation



Planning



Presentation Skills and the Organization

• Presentations are a part of most managers' lives in today's organizations

- For internal presentations
 - Valuable method for communication
- For external presentations
 - Contribute to corporate image
 - Valuable method for communication



It is crucial that personnel can present professionally

Start of the Process



Using the funnel technique the questioner moves to get very specific information & controls the conversation

End of Process

Planning

- How we plan affects our personal productivity
- Planning ranges



Presentation Skills and the Organization

• An organization which has poor capability for effective presentations can be damaged because of:

- Loss of a very effective communication tool

The Inverted Funnel Technique

Start of Process



Using the inverted funnel technique the questioner moves to open the conversation up and get very specific information & again controls the conversation

Exploring

- This is a very inclusive style
- The key factor is the movement towards a position of mutual benefit
- It uses listening, questioning and summarizing techniques to ensure inclusivity
- It may be interpreted as 'nosey' if used constantly



The Presenter



Personal Productivity - Benefits



Personal Productivity - Benefits

• Benefits accruing to the individual include:

- Increased motivation
- Decreased stress
- Achievement of objectives
- Reward and recognition



Stress & Personality Types



Managing First Impressions

• For a presenter - the first impression an audience has is dependent upon two main attributes

- Appearance
 - Grooming
 - Clothes
 - Surroundings



Clarity of Roles



Personal Productivity - Benefits

• Benefits accruing to the team include

- Better working environment
- Faster achievement of objectives
- Recognition and reward
- Motivation



Stress & Personality Types

- Perfectionist
 - Idealistic and Conscientious
 - Stress occurs when work doesn't meet their high expectations

- Helper
 - Caring and Attentive



Clarity of Expectations



So, You are getting..



Managerial Training Kit with 17 Topics in 1100+ readymade slides with 100+ Updated Resources



A Collection of 70+ Corporate Case Studies



25 Supporting Pre and Post Training Documents

This Lifetime Training and Development Content



In Editable Format is now...



For Corporates, Training Managers
& Training Businesses

Available to Download



Master Manager Training Kit

17 Managerial Training Topics with
100+ Updated Resources
25 Bonus Training Files
70+ Corporate Case Studies

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Feel Free to Connect
for Sample or for any
Questions.

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