

**OUTSTANDING
RANGE OF
CHOICES**

**COMFORI
PROVIDES
MALAYSIA'S
WIDEST RANGE
OF
AUTHORIZED
TRAINING WITH
OVER 500
COURSES**



GET IN TOUCH

E-02-03, East Wing,
Subang Square Business Centre,
Jalan SS 15/4g, Ss 15,
47500 Subang Jaya, Selangor

phone no: 03-5621 3630

email: info@comfori.com
www.comfori.com

**ESSENTIAL
MANAGERIAL SKILLS
FOR NEW & ASPIRING
MANAGERS**

ESSENTIAL MANAGERIAL SKILLS FOR NEW & ASPIRING MANAGERS

This Management Skills for New & Aspiring Managers course provides management training in the skills every manager must have in order to achieve team synergy and success. You will be able to tackle your challenges with confidence and drive performance for you and your team. The focus is on knowing yourself and how your behaviour affects both your managerial effectiveness and the actions of your team. You'll learn the importance of team dynamics and lead to more effective managerial effectiveness through motivation, delegation, conflict resolution and overall team performance.

MODULE OUTLINE

- 1.1 Principles of Management
- 2.1 Role of A Manager
- 3.1 Managing People Successfully by Managing Yourself Efficiently
- 4.1 Leadership Essentials for Managers
- 5.1 Practical Session - Leadership Challenges & Strategic Planning
- 6.1 Practical Session - Team Synergy for Organisational Success

WHO SHOULD ATTEND

All professionals striving for better results through more effective problem identification methods and creative thinking skills should attend this workshop.