



CAMFEB

INTERNATIONAL

TRAINING

PROGRAM

on

THE SKILLS FOR A FIRST TIME MANAGER



COURSE OBJECTIVES

Participants will be able to:

- + Understand EQ and its affect on Performance
- + Improve communication for coaching, feedback, goals and relationship building
- + Adapt your leadership style to meet the needs of individuals
- + Seek and develop innovative ideas to manage problems
- + Learn to orchestrate skills to achieve goals

Training Schedule

**December 21-22,
2017**

8:30 am – 5:00 pm



Venue: Hotel (TBC)

Language: English

Deadline

27 November 2017

TARGET AUDIENCE

The program is critical for those moving from the individual contributor to their first leadership role. There will be proven solution to deliver to successfully move your people from Peer to Leader and succeed your organization's goals.

TRAINING FEE

- Direct Member: **USD 300 Nett/person**
- Member of GMAC, MBCC, CMA, IBC, ACRA, BBAC, EuroCham, AMCHAM, MAC: **USD 320 Nett/person**
- Non-Member: **USD 340 Nett/person**

Fee is inclusive of lunch and learning materials and Certificate of completion provided.



BART Van GRINSVEN

Trainer Profile

Bart conducts training programs for companies in various industries, such as Oil & Gas, Banking & Financial Services, Aerospace, FMCG and Manufacturing, for groups ranging in size from 10 to 250 people. His portfolio as a Consultant includes Leadership & Managerial Development, Team Alignment Programs, Transactional Analysis, Behavioral Therapy, Assertive Behavior, Coaching, Situational Leadership, and Communication skills.

Bart's unique method of incorporating Psychometric Models with Soft-Skills Development has allowed him to achieve exceptional results with his participants. He is able to do this due to his vast experience as a HR Consultant and a former leader in the Health Industry in the Netherlands.

Bart's unwavering belief in constructive feedback, coupled with his certifications in Communication, Behavioral Therapy, Socio Therapy and Transactional Analysis ensures that participants gain tremendously from his trainings. His programs are well structured with clear and achievable objectives but infused with his witty and fun-loving character which ensures a great learning experience.

Bart is credited for designing and conducting the first "Underwater Teambuilding Program" in Asia Pacific. This is a testament to Bart's philosophy of always exploring effective, innovative and dynamic methods of learning.

COURSE CONTENTS

Module 1: Understanding Management Concepts and Principles

- Identify qualities and abilities required for effective management
- Understand your role and responsibilities as manager (managing resources)

Module 2: Understanding and Managing EQ @Work

- Self-Awareness Through Reflection and Feedback
- Building and Sustaining Self-Confidence
- Project Management and Meetings
- Motivation Practices for Work

Module 3: Building Your Team

- Aligning Team to Organizational Goals
- Why Teams Fail?
- Effective Teams and their Development
- Building Commitment and Trust
- Managing decisions in Teams

Module 4: Understanding and Appreciating Situational Leadership

- The purpose of situational leadership
- The core competencies of a situational leader
- Using situational leadership in engaging and managing a team
- Identifying job maturity:
 - a. Task behavior (Ability)
 - b. Motivation (Willingness)

Module 5: Communication for Managing People

- Communication Model
- Best Communication Practices
- Managing Communication Barriers
- Managing Feedback, Coaching Conversations and Motivation

Role Play and Group Work

Module 6: Managing your Image-Tips & Techniques

- The dynamics of interpersonal relationships
- The essence of assertiveness and its value for you personally and in the workplace
- Adopting appropriate body language and voice tone to be consistent with the message you intend

Module 7: Conflicts

- The origin of Conflict and Negative behavior
- Understanding the need for conflict and how to use it to your advantage
- Managing Conflicts professionally and dealing with sensitive issues confidently

Module 8: Personal Development

Activity: Creating a personal action plan with practical solutions immediately transferable to the workplace

For Further Information & Registration, Please Contact

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