



مركز الوقت للتدريب
Time Training Center

THE MAKING OF A MANAGER COURSE



Introduction

This essential five-day program supports professionals transitioning into managerial roles by equipping them with core management skills needed for early success. Participants will develop effective communication techniques, learn to motivate and engage teams, master delegation, and manage team performance. The course focuses on building confidence, shifting mindsets from individual contributors to leaders, and laying the groundwork for effective, high-impact management practices.

Learning Objectives

- Understand key responsibilities and expectations of a manager
- Develop communication and active listening skills
- Motivate and engage team members effectively
- Apply time management and delegation techniques
- Build a strong foundation for performance management
- Transition confidently from peer to manager

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Newly promoted managers across industries
- Professionals preparing to move into management roles
- Team leaders seeking to strengthen foundational skills
- Existing managers aiming to refresh basic management capabilities

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Understanding the Role of a Manager

- Define the true role and responsibilities of a manager
- Explore the difference between leadership and management
- Transition from individual contributor to manager successfully
- Set clear expectations for personal leadership growth

Module 2: Building Effective Relationships

- Establish trust with team members, peers, and senior leaders
- Master the art of giving and receiving feedback
- Build credibility and lead with authenticity
- Create a safe environment that fosters open communication

Module 3: Leading and Developing High-Performing Teams

- Recruit and retain the right talent
- Set clear goals, responsibilities, and success metrics
- Coach and develop team members for continuous growth
- Manage team dynamics and resolve conflicts constructively

Module 4: Communication Skills for Managers

- Tailor communication styles to individual and team needs
- Run effective one-on-ones and team meetings
- Deliver clear, actionable feedback and recognition
- Navigate difficult conversations with confidence and empathy

Module 5: Managing Performance and Accountability

- Set expectations and monitor team performance
- Address underperformance early and effectively
- Foster a culture of accountability and ownership
- Conduct fair and impactful performance reviews

Module 6: Strategic Thinking and Decision-Making

- Think beyond day-to-day tasks to align with organizational goals
- Make thoughtful, data-driven decisions under pressure
- Prioritize work effectively using strategic frameworks
- Manage risk and uncertainty with resilience and agility



Module 7: Leading Through Change and Uncertainty

- Understand the emotional impact of change on teams
- Communicate change initiatives clearly and positively
- Build resilience within the team during transitions
- Model adaptability and forward-thinking leadership

Module 8: Personal Leadership Development

- Reflect on leadership style, strengths, and areas for growth
- Create a personal leadership development plan
- Build habits for long-term leadership success
- Commit to continuous learning and self-improvement

Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors are experienced leadership development coaches and business management specialists with extensive backgrounds in mentoring first-time managers. They provide real-world insights into the transition from individual contributor to leader, ensuring practical, actionable learning. Trainers are selected for their ability to engage, motivate, and equip new managers with the skills needed for long-term success. Detailed trainer profiles will be shared upon request.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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