



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

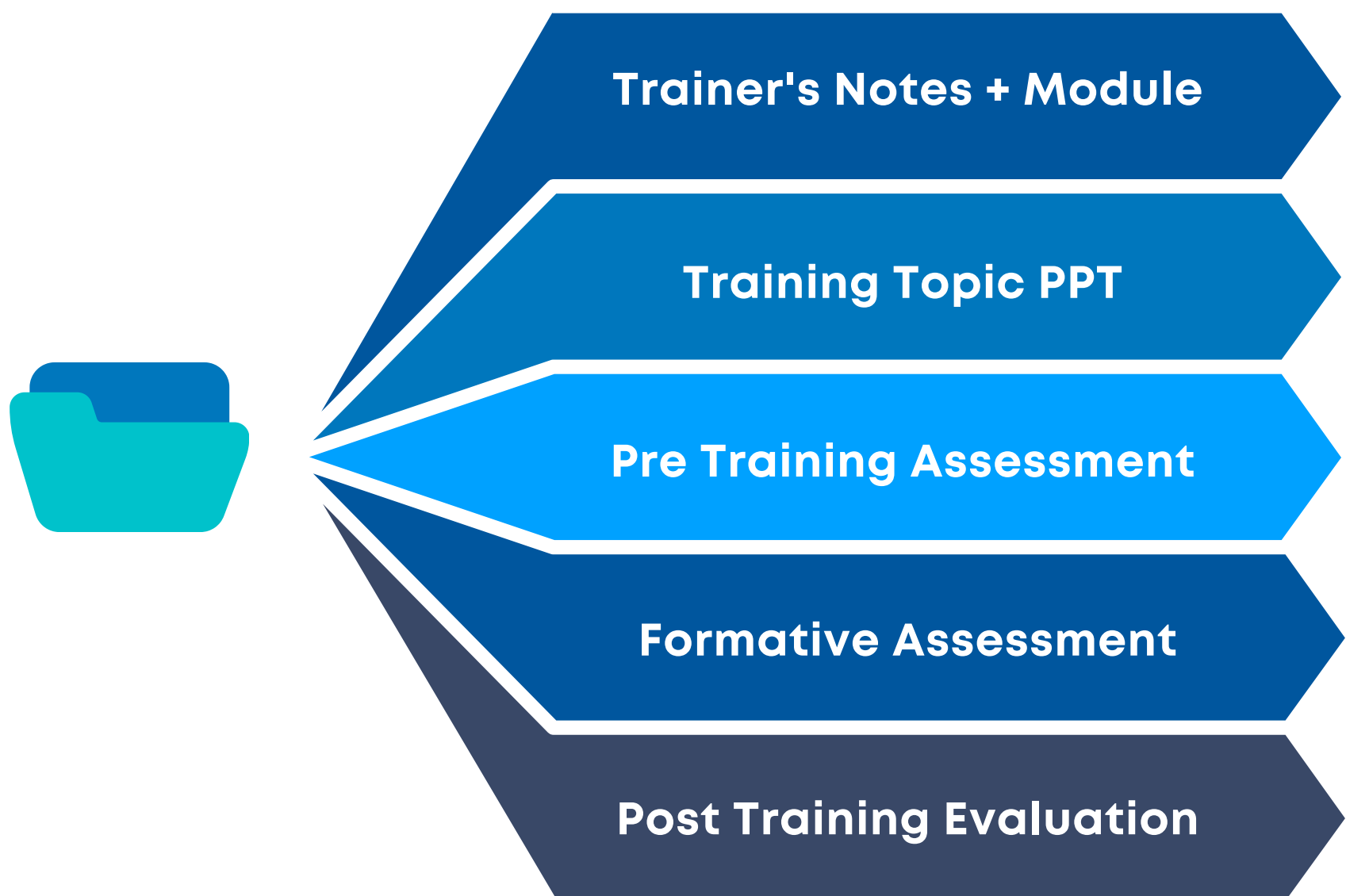
15. Quality Management

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**

12

TNA Checklist

02

TNA Worksheet

13

TNA Questionnaire

03

Training Feedback Form

14

Training Agenda

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

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 workplan

21

Training Observation

22

Presentation Skills Checklist

23

Training Development Worksheet

24

Verbs for Writing Learning Objectives

25

Icebreaker Activities



20TH FOLDER

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

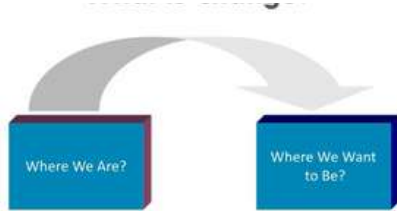
Corporate Social Responsibility

Technology Adoption & Integration

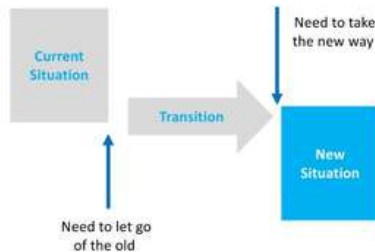
Let's Look at some Screenshots



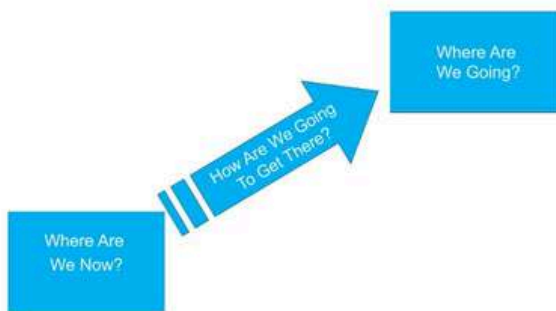
PPT Screenshots



The Transition



What is Strategy?



Do We Need Strategy?



Visioning

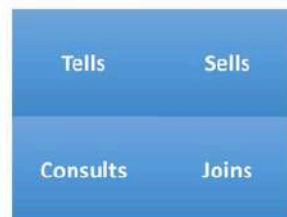


Formalize the Need for Change

- 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

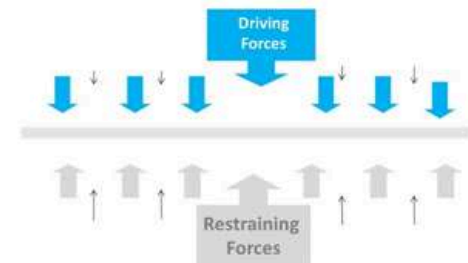


Leadership Styles - Tells

- 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

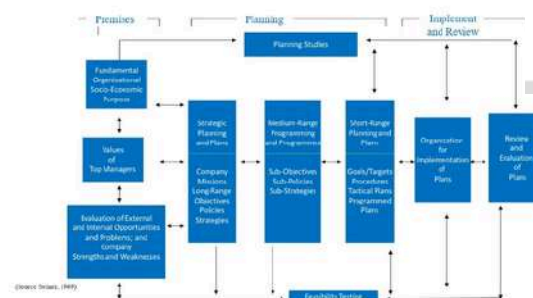


Re-Balancing The Equilibrium

- 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



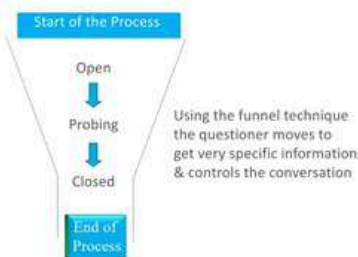
Influence Zone

- 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

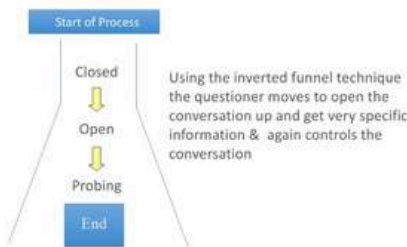
Designed with Creativity for Professionals



Preparation



The Inverted Funnel Technique



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



Stress & Personality Types



Stress & Personality Types

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



Planning



Planning

- How we plan affects our personal productivity
- Planning ranges



The Presenter

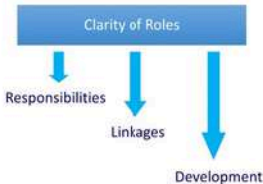


Managing First Impressions

- For a presenter - the first impression an audience has is dependent upon two main attributes
 - Appearance
 - Grooming
 - Clothes
 - Surroundings



Clarity of Roles



Clarity of Expectations



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



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

Personal Productivity - Benefits



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Personal Productivity - Benefits

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- Faster achievement of objectives
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- Motivation



Employee Absenteeism

For Managers and Leaders

Participant Information:

- Name:
- Position:
- Department:
- Date:

Section 1: Scenario-Based Questions



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Objective

The Leadership Styles Role-Play activity aims to help participants

Training Module with Trainer's Notes

Quality Management

For Managers and Leaders



Module Overview

This training module aims to equip managers and leaders with the essential skills and knowledge needed for effective quality management.

The module covers the principles, methodologies, tools, and best practices to ensure high-quality standards in organizational processes and outcomes.

Training Agenda

1. Introduction to Quality Management

- Definition and Importance

Supporting Files Screenshots

Pre Training Assessment

Sales Training

For Managers and Leaders

Participant Information:

- Name:
- Position:
- Department:
- Years of Experience in Sales:

Objective:

This pre-training questionnaire aims to assess the current knowledge, skills, and attitudes of participants regarding sales practices. The information gathered will help tailor the training program to meet the specific needs and expectations of the attendees.



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Objective

Develop coaching and mentoring skills using the GROW model, enabling participants to effectively guide their peers through work-related challenges.

Duration

1.5-2 hours

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

\$199.00

~~\$270.00~~

Feel Free to Connect
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Questions.

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