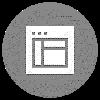
**NEW MANAGER: PART 1**

Developing the essential skills every manager needs for success

**OVERVIEW**

Transitioning from a technical specialist to a manger brings a new focus and skillset that are essential in finding the right balance between leading the way and supporting others to take the initiative. This course is designed to help you understand the first steps in managing others.

**TARGET AUDIENCE**

This learning path is designed for the development professional who has proven her/himself as a technical leader and has recently been promoted to management. Mastering this content will build knowledge, skills and confidence to serve as a manager.

**TIME NEEDED**

We recommend 8.5 hours to complete the program. Each module will take approximately 1 hour with a 30-minute assessment.

**GETTING STARTED**

You can register for this program through our online learning system. Once you have registered for the program all courses will appear in your learning list.

**FULL COURSE TITLE:** Learning Path- New Manager

**After you have completed the series, don’t forget to download your certificate!**

**MODULES**

Managing through meaningful conversations Performance management for NGOs and CBOs

Discrimination and harassment prevention training

Preventing harassment in the workplace

Reacting to a complaint of harassment

Delegation is succeeding together

Becoming a manager/coach

Balancing the dual roles of people manager and technical expert

**CONTENT**

**Managing Through Meaningful Conversations**

In this module, the learner will develop the skills required to manage by engaging in meaningful conversations with team members. The learner will discover the purpose of meaningful conversations, find the time to incorporate it into daily practice, and identify what to talk about with team members.

**Performance Management for NGOs and CBOs**

This module places the learner in the role of a manager with 3 direct reports, each with a different set of characteristics and in different situations. The learner must make decisions that impact these direct reports with the help of some helpful resources related to performance management.

**Discrimination and Harassment Prevention Training**

This module will help you to identify where discrimination and harassment may occur and how to better prevent this.

**Preventing Harassment in the Workplace**

Learn how to organise yourself to fight against workplace harassment. Identify the behaviours relating to workplace harassment and diagnose situations likely to degenerate. You will know how to use all the resources available to implement an effective prevention strategy for harassment.

**Reacting to a Complaint of Harassment**

This module will give you the skills needed to manage harassment situations, overcome conflict and anticipate future complaints. Through this module, you will be able to better manage a communication and support channel for employees.

**Delegation Is Succeeding Together**

The aim of this module is to outline the what, why, and how of delegation. Delegation involves managers cascading business objectives so that together everybody achieves more.

**Becoming a Manager/Coach**

This module will give you the knowledge needed to adopt the attitude and best practises, and understand the added benefits of a manager / coach. In doing so you will be able to develop your team’s maturity.

**Balancing the Dual Roles of People Manager and Technical Expert**

In this module understand how to manage effectively by making the most of time with your team.  You will be able to identify those times of the day that are for expertise and those that are for management. Learn how to reduce the time spent on management by planning meeting time with your team.