



## 6 Managerial Skill for Top Manager

(09.00 a.m - 4.00 p.m)

Managerial Skills development course is essential for all level of managers and supervisors. There are 6 major skills divided into two groups as work management and people management. We have selected most important skills which many large organizations have determined as important skills for management as below:

### Objective

1. To understand management skill development to be efficient manager and supervisor.
2. To learn necessary management skills.
3. To understand and apply management skills to suit with individual's management role.
4. To fulfill and enhance management competency for each individual.

### Course Outline

1. Planning skill and Time Management
  - o 3 level plan management plan
  - o Perform more than 24 hours: Confidential Management Technique
  - o Rules of successful time management
2. Problem Solving and decision making skills
  - o Professional problem solving and decision making
  - o Frequent problems that managers are facing and making decision
  - o Dealing with problems with positive attitude



### 3. Work Improvement Skill

- o Effective working concept
- o Work quality improvement concept

### 4. Change Management Skills

- o Manager with positioning change
- o Target and Organization Change plan
- o Strategic Management: Success factor of Change management

### 5. Team Management

- o Team Building
- o Managing team to Optimum point

### 6. Conflict Management

- o Manage Conflict of interest, specific case which management should not ignore
- o Conflict management in Organization: personal conflict among team
- o Conflict protection plan

### • Conclusion of six managerial skills development to enhance management competency

- o Vision of Big picture is mission of top management
- o Sharpen your brain: Consistency of self development



### Instructor



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### Contact Us



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Hours: 08.30-17.30 Mon – Fri