Management training essentials
Manage and support your team on a daily basis

MODALITY
100% online
training action

Goals

- Monitor team performance using precise objectives and indicators
- Delegate effectively and give the team a sense of responsibility
- Create a positive team culture based on feedback, attentiveness, and trust
- Support the team through change using a coaching approach

Highlights

- Work on numerous and varied exercises, in small groups with other attendees and with your course expert
- Apply proven methods and resources that help managers be successful in their work
- Your management trainer has developed a modern approach to management which brings together high performance and well-being in the workplace
- Support your team by demonstrating the meaning behind the changes they are experiencing

Estimated time: 12h

Sessions: contact-us at +33 1 85 08 92 75

Programme

PART 1

Set and meet the right goals

- Create clear, motivating goals using the SMART method
- Set key performance indicators (KPIs) which accurately monitor professional activity
- Deal with goals that have not been met

Activities

- Create clear, motivating goals using the SMART method
- Set KPIs
- Online workshop: set goals and KPIs for a project

PART 2

Empower your team and delegate

- Identify which tasks are suitable to be delegated, and those which should be dealt with by a manager
- Delegate to the right person
- Adapt your expectations and amount of support according to your chosen team member's level of autonomy
- Carry out a meeting to present a task you wish to delegate

Activities

- Sort tasks according to their value using the Eisenhower matrix
- Adjust expectations according to your chosen team member's level of autonomy
- Online workshop: using the Eisenhower matrix to identify potential tasks to be delegated

PART 3

Build team collaboration

- Enhance team spirit using routines, and run effective meetings
- Use active listening to understand, motivate, and encourage
- Build a feedback culture

Activities

- Use active listening to rephrase needs expressed by team members
- Provide constructive feedback using the DESC technique
- Online workshop: create the right conditions for a feedback culture, request feedback effectively and provide it correctly

PART 4

Support your team in their professional development

- Locate your team on the change curve and identify the appropriate approach to support them effectively
- Encourage your team to develop their skills and increase their level of autonomy
- Ask developmental questions like a coach

Activities

- Provide potential solutions in the face of change
- Practice the art of asking appropriate questions to enhance employee potential
- Online workshop: conduct an appraisal to motivate and encourage your team member in their professional development

Audience

Intermediate and operational managers - Anyone with managerial responsibility

Prerequisites

No prerequisite is necessary to attend this course, it is accessible to everyone.

Modalités d'évaluation : un questionnaire est proposé à la fin de chaque module, ainsi qu'un examen final à l'issue de la formation.

Last updated in August 2025.