



Staff Training



DEVELOPING YOUR MANAGEMENT POTENTIAL I

Designed for supervisors and managers at all levels, this workshop provides essential tools to strengthen leadership, improve performance, and address the unique challenges faced in South African workplaces.



www.StaffTraining.co.za



[LinkedIn.com/company/Staff-Training](https://www.linkedin.com/company/Staff-Training)



Info@StaffTraining.co.za



[Facebook.com/StaffTraining](https://www.facebook.com/StaffTraining)



0861 996 660



[Twitter.com/SmartAlec99](https://twitter.com/SmartAlec99)

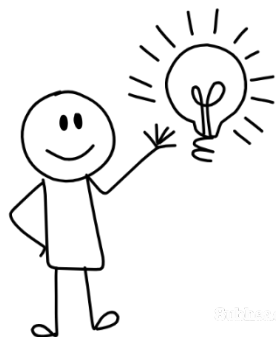
Duration: 1-Days

Developing Your Management Potential I

Course Overview: What is Management Training?

This 1-day workshop introduces supervisors, junior, and middle managers to the fundamental principles of effective management. Designed as a versatile program suitable for all industries and sectors, it encourages participants to draw on their own real-world examples during practical exercises to make the learning more relevant and applicable.

The session focuses on building self-awareness, understanding team dynamics, and mastering key management skills. Through interactive discussions and activities, attendees will gain insights into transitioning into leadership roles, setting clear expectations, and fostering a productive work environment that promotes growth and collaboration.



***Good managers are trained.
Even a natural and skilled leader needs management training.
Management training underpins the success of every company,
and delivers excellent ROI.***

Who Should Attend this Course?

This course is perfect for emerging supervisors and managers, as well as those navigating the shift from supervisory to managerial responsibilities. It's especially valuable for individuals looking to strengthen their leadership foundation and adapt to new challenges in their roles.

Learning Outcomes

By the end of this 1-day workshop, participants will be able to:

- Recognise and apply the essential qualities of a successful manager.
- Analyse personality types to strengthen team dynamics and relationships.
- Transition smoothly into management by managing new responsibilities and addressing diverse challenges.
- Clarify their role within the organisation and leverage their management style for better outcomes.
- Establish clear goals, standards, and expectations for themselves and their teams.

- Delegate tasks effectively while empowering staff and maintaining accountability.
- Celebrate achievements, support employee development, and cultivate a culture of continuous learning.
- Utilise practical techniques for problem-solving, decision-making, and clear communication.

Content

What Are the Qualities of a Good Manager?	• Exploring how to unlock your full potential: what it truly requires, what senior leaders expect, and what your team needs from you.
Understanding People	• Examining why we connect well with some individuals but struggle with others. • Personality profiling module: applying insights for self-analysis, team evaluation, and senior management interactions.
Making the Transition to Manager/Supervisor	• Shifting focus to broader responsibilities and handling the challenges of this change. • Discussing gender, age, and cultural obstacles commonly faced by new leaders.
Understanding Your Role in the Organisation	• Clearly outlining expectations with a provided blueprint for success.
Understanding Your Management Style	• Assessing your personal approach and its influence on your effectiveness as a leader. • Leveraging this awareness to achieve stronger future outcomes.
Is Your Vision Cellular or Holistic?	• Evaluating communication patterns in your company. • Identifying common pitfalls, solutions, and ways to promote better results as a manager.
Setting Clear Goals and Expectations	• Practical and theoretical goal-setting techniques. • Addressing real challenges through group exercises to develop actionable solutions.
Setting Clear Standards	• Establishing business and personal benchmarks (brief module, customisable to highlight specific client issues on the day).
Delegating and Empowering	• Recognizing the importance of delegation and building the necessary skills. • Systematically tackling delegation challenges, emphasizing thorough processes since ultimate responsibility remains with the manager.



Making Time for Employees	• Redefining the 'open door policy' and its practical implications (short discussion)
Recognising Achievement	• Approaches of confident managers to acknowledge success (short discussion).
Failing to Learn	• Strategies for ongoing personal growth and avoiding rigid mindsets in a changing world (short, focused discussion).
Training Your Staff	• Exploring available methods to cultivate a culture of learning and accomplishment (short discussion).

Why Choose This Course?

Supported by Staff Training's extensive experience, this workshop delivers practical, actionable insights to help you evolve as a leader. In today's dynamic work landscape, strong management skills are essential for driving team success and organizational growth. Build a solid foundation in just one day and position yourself for advancement.

Elevate your management capabilities and achieve greater impact in your role!

The course content aligns with the following SAQA unit standard, which guides the workshop's theories and outcomes.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242817	4	8	Solve problems, make decisions, and implement solutions

*For full SETA accreditation, complete Developing Your Management Potential I, II, and III.

Continue reading to learn more about our optional add-on's, and to find the outline for this course's specific Afterburner.

Contact us should you have any queries or need assistance, we're standing by to take your call!



Optional Purchases: When ROI and Implementation Matter!

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited training options

Most of our workshops are aligned with SETA Accredited unit standards, **or** you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are an optional addition to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace. An outline of Afterburner content is included in this document, if available for the chosen workshop.

Skills Check

Skills Assessment Checks are a further optional enhancement tool. These Skills Checks are structured to help the learner improve on the implementation of new skills through a goal driven process of accountability and reflection. Skills Checks are extremely useful in the measurement of ROI of soft skills training.

LevelUp Coaching

A 2 hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. These sessions are particularly useful for unpacking real life scenarios and assisting with converting theory into practice under the tutelage of an experienced coach.

Surveys

Pre- and post-workshop surveys are available to help determine your specific goals and current training or change related needs. Surveys are a great measurement tool and help determine the impact of HR and management efforts.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)

[Enneagram: Insight to Action](#)



www.StaffTraining.co.za



[LinkedIn.com/company/Staff-Training](https://www.linkedin.com/company/Staff-Training)



Info@StaffTraining.co.za



[Facebook.com/StaffTraining](https://www.facebook.com/StaffTraining)



0861 996 660



[Twitter.com/SmartAlec99](https://twitter.com/SmartAlec99)