

Manager Quick Start: Essential Management

Develop crucial skills to help you become a more effective manager and communicator.

Build on your functional expertise with essential new management skills. Develop your emotional intelligence, become an effective communicator and gain knowledge and skills to be a strong presenter.

COURSE DETAILS

444 Minutes | 15 Self-Paced Lessons

Building a 360-Degree Network

- Learn how to build and lead a 360-degree network to successfully lead projects and launch new initiatives.

Tips for Managing the Progressive Discipline Process

- Learn the difference between performance management and progressive discipline, and how to use a progressive discipline process to effectively navigate employee performance challenges.

Identifying and Managing Your Stakeholders

- Learn how to identify your internal and external stakeholders and develop some tools to ensure everyone is aligned on project goals.

Building and Maintaining Trust

- Learn the characteristics of trust, how your worldview affects your perception of people and situations, and how to avoid "trust busting" actions.

Successfully Working in Hybrid Teams

- Learn how to handle issues regarding employee engagement and communication challenges for working in and managing hybrid teams.

Creating a Culture of Belonging

- Learn to create an environment of belongingness to foster a culture of psychological safety at work.

Strategies for Managing Situational Conflict

- Learn how to define conflict and acquire strategies to manage conflicts within an organization.

Leading with Emotional Intelligence in the Workplace

- Apply the best practices of emotionally intelligent leaders in order to connect, achieve, inspire and act with resilience.

Enhancing Communication Skills

- Discover effective communication styles and techniques to help you have difficult or sensitive conversations with confidence.

Key Presentation Skills: Balancing Verbal and Non-Verbal Messages

- Learn specific non-verbal and verbal communication tactics to develop and improve your presentation skills and the impression you make on others.

Developing and Organizing Presentation Content

- Effectively organize your thoughts and information so you can create an engaging presentation that's right for your audience.

Enhancing Collaborative Communication

- Identify communication techniques that you can use to improve team collaboration and increase your chances for success.

The Manager's Role as Facilitator

- Explore various aspects of facilitation and how a manager can use factors such as trust and communication to effectively facilitate.

Crash Course for New Managers

- Get insights for managing employees, organizing a productive team and achieving maximum results.

Essential Management Skills for Introverts

- Learn how to manage your energy as an introvert and communicate confidently—even when you're surrounded by extroverts.

**[Start your OnDemand course today](#), or
[contact us](#) to explore options for your organization**