

LEADERSHIP PROGRAMME

Leadership Essentials for New Managers

From doing the work to leading the people who do it

FACILITATOR

Trainer Name

DURATION

Full day

AUDIENCE

First-time managers



Agenda

01 Introduction

02 Core skills

03 Practice

04 Apply



KEY IDEA

**Your success is now
measured by your
team's success.**

Why this workshop

What you will learn

- Set clear expectations and goals
- Give feedback that helps people grow
- Run effective one-on-ones
- Delegate without losing control

GROUND RULE

**What is shared here
stays here.**

Your new role

1

Direction

Make goals and priorities clear.

2

Development

Help each person grow.

3

Delivery

Remove blockers, track results.

Do this, not that

Do

- ✓ Hold weekly one-on-ones
- ✓ Praise in public, correct in private
- ✓ Delegate outcomes, not tasks

Avoid

- Doing the work yourself
- Saving feedback for appraisals
- Managing everyone the same way

Try it: Feedback practice

Give SBI feedback on a real situation.

In pairs, prepare one positive and one developmental piece of feedback. Deliver, then swap. Observers score clarity and kindness.



Activity photo / worksheet

Workshop agenda

09:30

Opening

From player to coach



10:30

Module 1

Direction



12:00

Module 2

Feedback

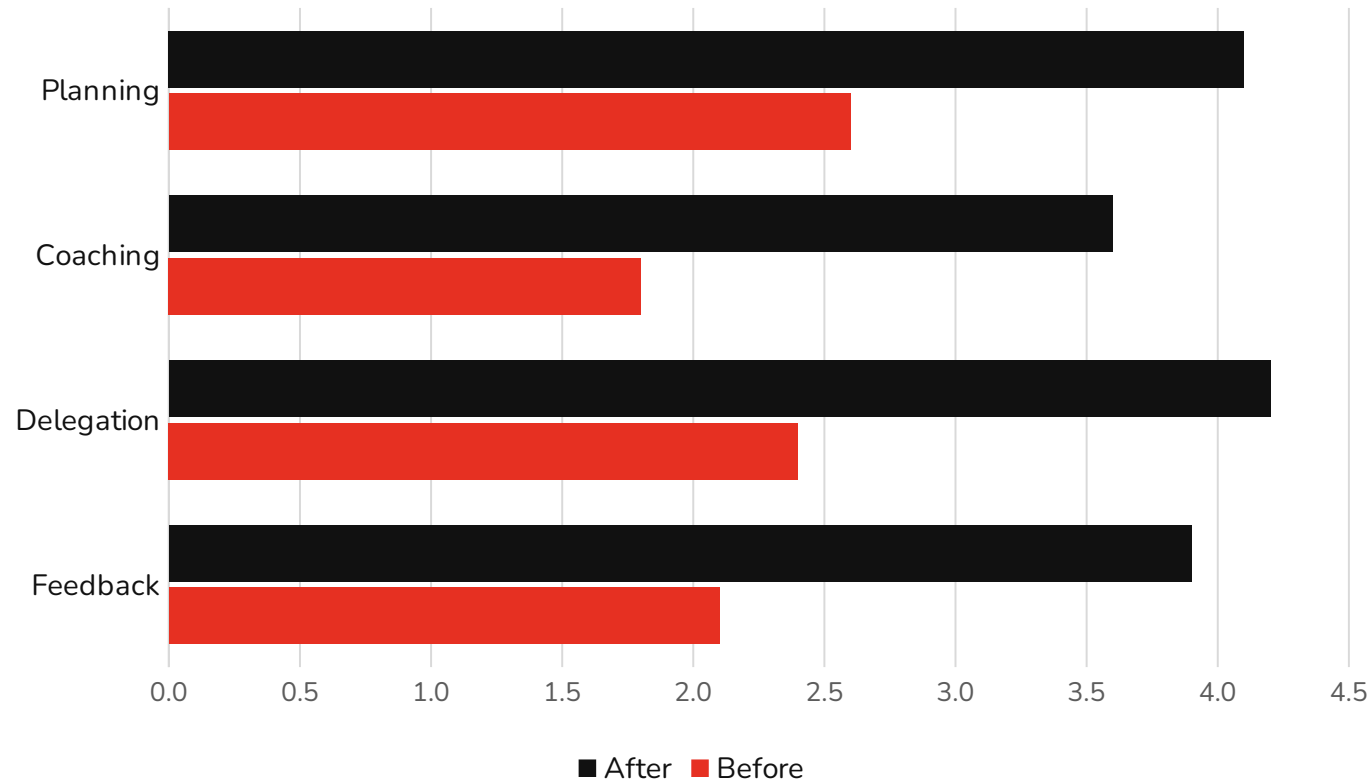


14:00

Practice

Real scenarios

Confidence before and after



Self-rated confidence on a 5-point scale (sample data).

Sample data for illustration — replace with your own figures.

Now go and practise

Questions, feedback and next steps.

Trainer Name

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