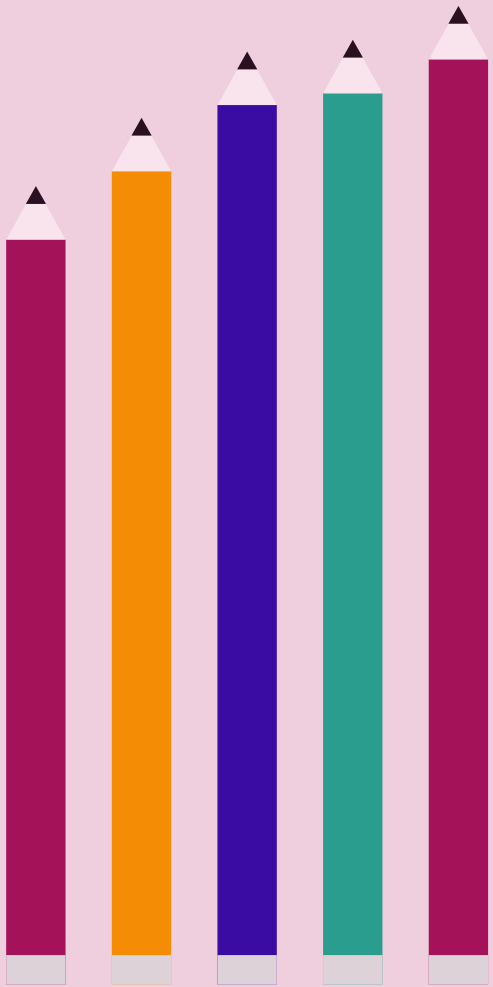




LEADERSHIP PROGRAMME

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

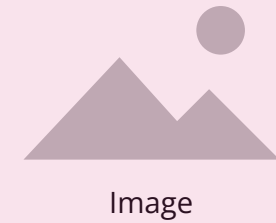
02 | Agenda

01 Introduction

02 Core skills

03 Practice

04 Apply



KEY IDEA

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

Why this workshop

04 | 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.**

05 | The case for change

70%

of team engagement
depends on the manager

1 in 2

new managers get no
training

30 min

weekly one-on-one is
enough

Illustrative figures for discussion.

06 | Your new role

1

Direction

Make goals and priorities clear.

2

Development

Help each person grow.

3

Delivery

Remove blockers, track results.

07 | Feedback with SBI



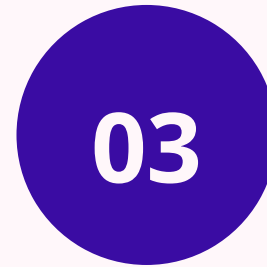
Situation

When and where



Behaviour

What you observed



Impact

The effect it had



Next

Agree what changes

08 | 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

09 | 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

10 | Practice checklist

Step	What good looks like	Self-check
Goals	Three written goals each	☐
1:1s	Booked weekly	☐
Feedback	Given within a week	☐
Delegation	One task handed over	☐

Tick each item during the practice round.

11 | Workshop agenda

09:30

Opening

From player to coach

12:00

Module 2

Feedback

10:30

Module 1

Direction

14:00

Practice

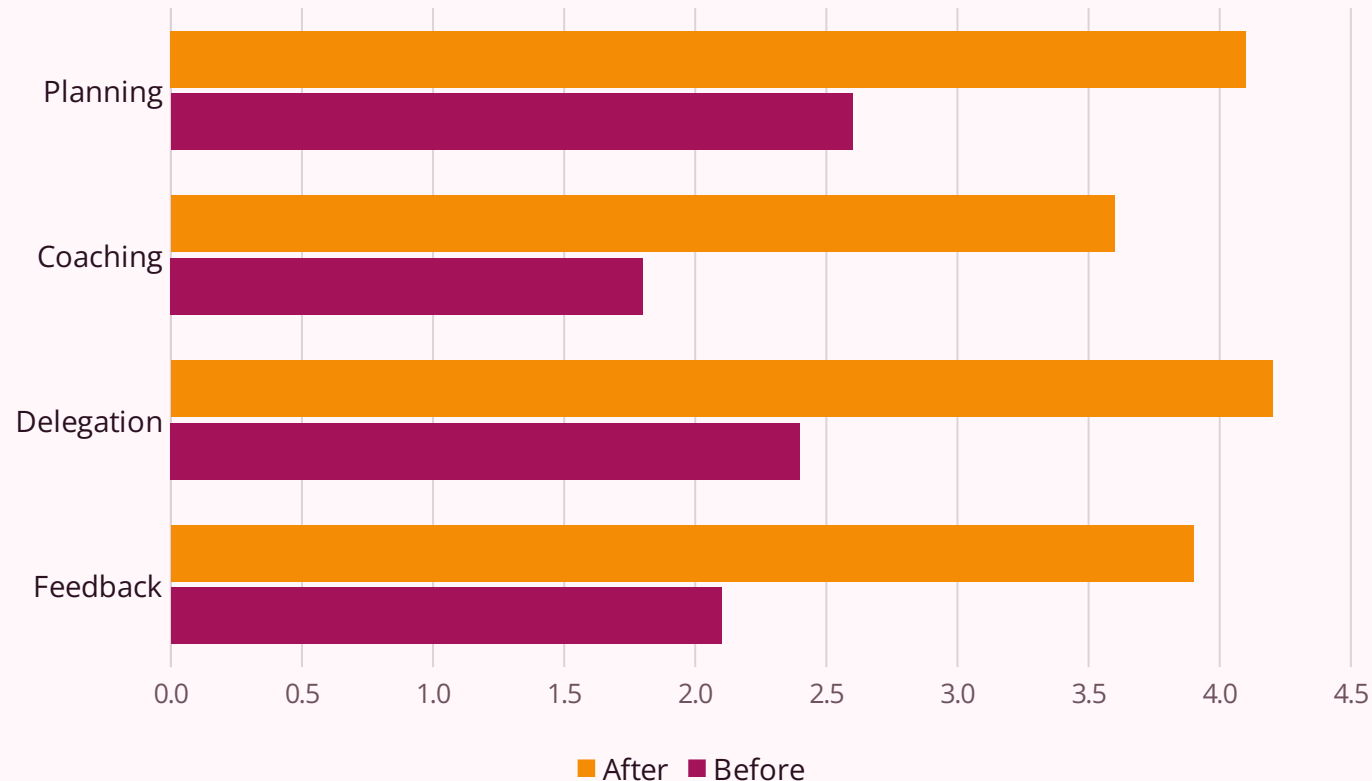
Real scenarios



Leadership is not about being in charge. It is about taking care of those in your charge.

— Workshop facilitator

13 Confidence before and after



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

Sample data for illustration — replace with your own figures.

14 | Your 30-day action plan

1

Week 1

Book one-on-ones with everyone.

2

Week 2

Agree goals with each person.

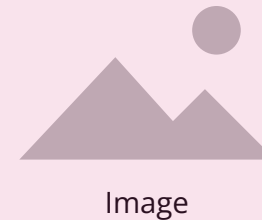
3

Month 1

Delegate one meaningful task.

15 | Key takeaways

- Your team is your job now
- Clarity beats control
- Feedback is a gift
- Grow people, not just results



Now go and practise

Questions, feedback and next steps.

Trainer Name · training@yourdomain.in