



Consulting and Training | Reach New Heights

Course Name

Managers Dos and Don'ts

Sector Name

Management And Leadership

Document Type

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Managers Dos and Don'ts

Course Introduction

People are the greatest asset in the organization, employees are the ones making the vision a reality, and the Manager's responsibility is to make sure they do it efficiently. Yet latest data from the AIM 2019 Leadership Survey shows **72%** of employees have left a previous job role because of a poor leader or manager.

The Manager Do's & Don'ts Program will highlight the best practices to manage People Effectively & how to best engage their staff, create meaningful relationships, and facilitate team cohesion by using practical tools to enhance their leadership qualities in both communication and behaviour. Including, they'll become aware of how their interactions with others directly impact their ability to increase their people performance to achieve the organization's goals.

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Managers Dos and Don'ts

Target Audience

- ✓ Newly Promoted Managers.
- ✓ Team Leaders.
- ✓ Aspiring Managers.
- ✓ First-Time Supervisors.
- ✓ Mid-Level Managers.
- ✓ Project Managers.
- ✓ Small Business Owners.
- ✓ Department Heads.

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Learning Objectives

- ✓ Define assumptions, accountability, and responsibility for the manager and his team.
- ✓ Differentiate between do's and don'ts from a legal and disciplinary perspective
- ✓ Understand the competencies of the effective manager
- ✓ Differentiate between negative and positive behaviors
- ✓ Describe the actions that the manager needs to take and should avoid
- ✓ Discuss what managers should do to increase employees' motivation
- ✓ Find out how to increase trust with their team members
- ✓ Explain how to keep your message simple, focused, and prioritized.
- ✓ Discuss the dos and don'ts to motivate employees
- ✓ Set a list of what managers should do & shouldn't do for managing people effectively

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Course Outline

✓ 01 Day One

The Manager Set

- ✓ The key elements of managing people & performance
- ✓ Assumptions
- ✓ Accountabilities
- ✓ Responsibilities
- ✓ Competencies of an effective manager

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Course Outline

✓ 02 Day Two

The Manager's Behavior

- ✓ Negative and positive behaviors and levels
- ✓ Rules regarding conduct toward the company and supervisors
- ✓ The actions that the manager needs to take and should avoid
- ✓ What is legal and what is illegal for the manager
- ✓ Soft and hard DON'TS.

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Course Outline

✓ 03 Day Three

The Manager Massage

- ✓ What to say, what not to say
- ✓ Do's & Don'ts for effective communication
- ✓ Giving and receiving feedback exercise
- ✓ Barriers That Prevent Positive Feedback

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Course Outline

✓ 04 Day Four

The Manager's People

- ✓ What breaks trust between leaders and teams?
- ✓ Activities that Managers can follow to build engagement
- ✓ What do Managers do that causes employee demotivation?
- ✓ What do Managers do to foster Motivation?
- ✓ Real-life situations, practical advice, and suggestions

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Course Outline

✓ **05 Day Five**

Wrapping Up

- ✓ Macro-managing vs. Micro-managing
- ✓ Eight Reasons for Failure as A Manager
- ✓ Championing your Management Style and approach
- ✓ A Take-Home Action Plan
- ✓ I will stop...
- ✓ I will continue ...
- ✓ I will start...

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Dubai
Oct. 18, 2026	Oct. 22, 2026	5 days	4250.00 \$	KSA , Riyadh
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai
July 13, 2026	July 17, 2026	5 days	5950.00 \$	Switzerland , Zurich

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