

ADVANCED LEADERSHIP TRAINING FOR NEW MANAGERS



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TRAINING CENTER



Introduction

The step into management changes the job completely, yet most new managers receive little preparation for it. The Advanced Leadership Training for New Managers Training Course closes that gap with a structured programme built around the realities of first management roles. Participants learn to lead former colleagues, set expectations, delegate work properly, and hold their first performance conversations. Furthermore, the course covers time and priority management, communication, and handling difficult situations early. In addition, it addresses team motivation, coaching, and personal credibility. As a result, participants return with a clear method for the first months in the role and the confidence to use it.

Advanced Leadership Training for New Managers Course Objectives

- Make the transition from specialist contributor to manager successfully.
- Set clear expectations, standards, and objectives for the team.
- Apply the situational leadership model to different team members.
- Delegate with defined authority and accountability levels.
- Run structured one-to-one meetings and progress check-ins.
- Give feedback using the SBI model and receive it openly.
- Handle performance and conduct issues early and fairly.
- Manage time and priorities across management and delivery duties.
- Build credibility and trust as a new leader.
- Apply the GROW model to coach team members day to day.

Course Methodology

- Instructor-led sessions built around the realities of new management roles.

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- Self-assessment of leadership style and management strengths.
- Case studies of first-time manager challenges and their resolution.
- Role-play exercises on delegation, feedback, and difficult conversations.
- Group workshops building team charters and management routines.
- Continuous knowledge checks and a final assessed management project.

Who Should Take This Course

- Newly appointed managers and team leaders.
- Supervisors moving into their first management role.
- Specialists promoted into people leadership positions.
- Project leads taking responsibility for teams.
- Deputy managers preparing to step up.
- High-potential staff preparing for management.

Advanced Leadership Training for New Managers Course Outlines

Day 1: The Transition into Management

- What changes when you move from doing to leading.
- Managing former colleagues and existing relationships.
- Authority, responsibility, and accountability boundaries.
- Common first-time manager mistakes and how to avoid them.
- Setting personal standards and a management routine.
- Situational leadership applied to your new team.
- Workshop: defining your first 90 days as a manager.





Day 2: Expectations, Objectives, and Delegation

- Setting clear expectations and team standards.
- SMART objectives and measures of success.
- Delegation levels and matching tasks to capability.
- Overcoming the urge to do everything yourself.
- Briefing work clearly and confirming understanding.
- Tracking progress without micromanaging.
- Workshop: delegating a real task with clear authority levels.

Day 3: Communication and One-to-Ones

- Communication styles and adapting to team members.
- Active listening, questioning, and summarising.
- Running effective one-to-one meetings.
- Structured team meetings with agendas and decisions.
- Written communication through email and Microsoft Teams.
- Giving feedback using the SBI model.
- Workshop: running a structured one-to-one conversation.

Day 4: Performance and Difficult Situations

- Performance management basics and objective measures.
- Setting improvement expectations and support plans.
- Handling lateness, absence, and conduct issues early.
- Managing conflict between team members.
- Difficult conversations with composure and fairness.

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- Escalation boundaries and when to involve HR.
- Workshop: conducting a performance improvement conversation.

Day 5: Coaching, Time, and Personal Credibility

- Coaching with the GROW model in daily work.
- Motivation, recognition, and building team morale.
- Managing your own time across management and delivery.
- Prioritising with the Eisenhower Matrix.
- Building credibility, trust, and emotional regulation.
- Building a personal management development plan.
- Workshop: presenting a management action plan.

Conclusion

By successfully completing the Advanced Leadership Training for New Managers Training Course, participants will have acquired the knowledge to set clear expectations, delegate confidently, run productive one-to-one meetings, give constructive feedback, and handle performance matters fairly. They will also gain the ability to manage their own time while leading, coach team members, and build credibility quickly. Furthermore, the course prepares new managers to avoid the common early mistakes that damage team trust. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready management practice.

FAQs





Q1 What is the "Advanced Leadership Training for New Managers" course about?

It is a practical programme for people stepping into their first management role. It covers the transition from specialist to leader, setting expectations and objectives, delegation with clear authority, one-to-one and team meetings, feedback, performance and conduct handling, coaching, and personal time management.

Q2 What are the key benefits of the "Advanced Leadership Training for New Managers" course?

Participants gain a working method for the first months in the role, which reduces the costly mistakes new managers typically make. The course improves delegation and reduces personal overload, strengthens team communication and motivation, lowers avoidable conflicts and staff turnover, and builds credibility with both the team and senior management.

Q3 What skills will I gain from the "Advanced Leadership Training for New Managers" course?

Expectation setting and objective design; delegation with defined authority levels; one-to-one and team communication with structured feedback; and performance, conduct and coaching conversations for new team leaders.



Q4 What tools, methods, or standards are covered in the "Advanced Leadership Training for New Managers" course?

The course covers the situational leadership model, SMART objectives, delegation level models, the SBI feedback model, the GROW coaching model, the Eisenhower Matrix for prioritisation, one-to-one meeting formats, performance improvement plans, and escalation and HR referral boundaries.

Q5 How is the "Advanced Leadership Training for New Managers" course applied in real-world practice?

Graduates apply it by agreeing a first 90-day plan, setting team expectations and objectives, and delegating tasks with clear authority rather than taking them back. They also run regular one-to-ones, give feedback as it happens, address lateness or performance issues early, coach members through new work, and protect time for both management and delivery.