

PROFESSIONAL MANAGEMENT SKILLS FOR NON-MANAGERS



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TRAINING CENTER



Introduction

Many professionals carry management-level responsibility without holding a management title. The Professional Management Skills for Non-Managers Course prepares them for that reality. Participants learn how to plan work without formal authority, manage projects and deadlines, influence colleagues and seniors, run effective meetings, and present ideas convincingly. Furthermore, the course covers personal organisation, stakeholder handling, and workplace negotiation. In addition, it builds the commercial and communication literacy that opens doors to formal management roles. As a result, delegates leave able to perform at a managerial standard from their current position.

Professional Management Skills for Non-Managers Course Objectives

- Plan and prioritise work using the Eisenhower matrix and SMART objectives.
- Manage tasks and small projects using simple planning and tracking methods.
- Influence colleagues and senior stakeholders without positional authority.
- Apply Cialdini's six principles of persuasion in workplace situations.
- Run effective meetings using structured agendas and decision logs.
- Present ideas clearly using the Minto Pyramid Principle.
- Negotiate workload, deadlines, and resources constructively.
- Map stakeholders using power-interest analysis and manage expectations.
- Give and receive feedback using the SBI feedback model.
- Build commercial awareness by reading basic financial performance measures.

Course Methodology

- Interactive workshops led by management and communication practitioners.

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- Practical exercises on planning, prioritising, and message structuring.
- Role-play of influencing, negotiation, and difficult conversations.
- Group work on stakeholder mapping and meeting design.
- Case studies of professionals succeeding without formal authority.
- Peer coaching and structured feedback between delegates.
- Capstone project: presenting a personal effectiveness and influence plan.

Who Should Take This Course

- Specialists and technical experts without management titles.
- Project contributors and team members.
- Administrators and coordination staff.
- New graduates preparing for professional responsibility.
- Sales, support, and client-facing professionals.
- Anyone preparing for a first management role.

Professional Management Skills for Non-Managers Course Outlines

Day 1: Personal Organisation and Priority Management

- Managing your own workload without a manager's authority.
- The Eisenhower matrix and value-impact assessment.
- Setting SMART objectives for personal delivery.
- Time-blocking and calendar discipline.
- Managing interruptions, email, and meetings.
- Planning and tracking small tasks and projects.



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- Exercise: building a weekly priority plan.

Day 2: Planning and Managing Small Projects

- Defining scope, deliverables, and success criteria.
- Simple planning tools: task lists, Gantt charts, and checklists.
- Estimating effort and managing dependencies.
- Tracking progress and flagging risks early.
- Coordinating with other teams and contributors.
- Documenting decisions and progress updates.
- Workshop: planning a small project end to end.

Day 3: Influence and Communication Without Authority

- Sources of influence for non-managers.
- Cialdini's six principles of persuasion in practice.
- Structuring messages with the Minto Pyramid Principle.
- Writing clear emails, updates, and proposals.
- Presenting ideas to managers and decision makers.
- Building credibility and professional reputation.
- Role-play: influencing a senior decision maker.

Day 4: Meetings, Stakeholders, and Negotiation

- Designing agendas that produce decisions.
- Facilitation, timekeeping, and decision logs.
- Power-interest stakeholder mapping.
- Negotiating deadlines, workload, and resources.



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- Saying no constructively and offering alternatives.
- Managing difficult conversations with peers.
- Simulation: negotiating priorities with another team.

Day 5: Feedback, Commercial Awareness, and Career Growth

- Giving and receiving feedback with the SBI model.
- Handling criticism and workplace conflict.
- Basic financial literacy: cost, margin, and budget basics.
- Understanding how your work affects business results.
- Building visibility and career development plans.
- Building a personal effectiveness and influence plan.
- Capstone project: presenting a personal action plan.

Conclusion

By successfully completing Professional Management Skills for Non-Managers, participants will have acquired practical knowledge of priority management, small project planning, influence without authority, meeting facilitation, and workplace negotiation. They will understand how to deliver reliably and communicate credibly at a managerial standard. In addition, they will gain commercial awareness and a personal action plan. Gentex Training Center builds this programme around applied practice, so delegates return ready to perform beyond their job title.

FAQs





Q1 What is the "Professional Management Skills for Non-Managers" course about?

It teaches management-level working practices to professionals who do not hold a management title. Participants learn priority management, small project planning, influence, meeting facilitation, negotiation, and basic commercial awareness. The course prepares them to deliver and communicate at a managerial standard.

Q2 What are the key benefits of the "Professional Management Skills for Non-Managers" course?

It raises individual effectiveness and visibility, supporting promotion into management roles. Participants gain planning, influence, and negotiation skills plus clearer communication habits. Organisations benefit from more reliable delivery and stronger collaboration across teams.

Q3 What skills will I gain from the "Professional Management Skills for Non-Managers" course?

Participants gain priority and workload management, small project planning and tracking, influence and persuasive communication, and meeting facilitation and workplace negotiation.



Q4 What tools, methods, or standards are covered in the "Professional Management Skills for Non-Managers" course?

The course covers the Eisenhower matrix, value-impact assessment, SMART objectives, time-blocking, task lists, Gantt charts, checklists, risk flags, Cialdini's six principles of persuasion, the Minto Pyramid Principle, structured agenda and decision log templates, power-interest stakeholder mapping, negotiation and alternative-offering techniques, and the SBI feedback model.

Q5 How is the "Professional Management Skills for Non-Managers" course applied in real-world practice?

Participants apply it by planning their week around priorities, tracking small projects with clear milestones, and structuring proposals with evidence. They also run meetings with agendas and decision logs, negotiate deadlines respectfully, and influence decisions without relying on a job title.