



Management And Leadership

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 goals.

Target Audience

Newly Promoted Managers.

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

Learning Objectives

By the end of this training course, participants will be able to:

- Define assumptions, accountability, and responsibility for the manager and his team.
- Differentiate between do's and don'ts from a legal and discipline perspective
- Understand the competencies of the effective manager
- Differentiate between negative and positive behaviors
- Describe the actions that the manager needs to do 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 do's and don'ts to motivate employees
- Set a list of what managers should do & shouldn't to for managing people effectively

Course Outline

• 01 Day One

The Manager Set

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

• 02 Day Two

The Manager Behavior

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

• 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

• 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 cause employee demotivation?
- What do Managers do to foster Motivation?
- Real-life situations, practical advice and suggestions

• 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 ...

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 12, 2025	May 16, 2025	5 days	4250.00 \$	UAE - Dubai
July 7, 2025	July 11, 2025	5 days	4950.00 \$	Azerbaijan - Baku
Oct. 12, 2025	Oct. 16, 2025	5 days	4250.00 \$	KSA - Riyadh

