

Ledarskap

# People Skills for Managers and Supervisors

På plats

This intensive one-day seminar from Dale Carnegie Training provides the basics including planning, organizing and control, as well as building your interpersonal effectiveness to get outstanding results through others.

## Vad du kommer att lära dig

1. Transition successfully from worker to manager 2. Coach for increased productivity 3. Motivate your team to reach its potential 4. Turn around poor performers 5. Conduct worthwhile performance reviews 6. Manage your time more effectively 7. Run meetings that actually accomplish something 8. Avoid the 10 common pitfalls of management

## Varför du behöver lära dig det

The skills that got you the promotion don't automatically make you successful as a manager or supervisor. To achieve success you need a firm grasp of business skills and human relations skills -- the skills you'll learn during People Skills for Managers and Supervisors

## Hur det kommer att hjälpa dig

People Skills for Managers and Supervisors enhances your skills to coach others to succeed and strengthens your ability to motivate others to accomplish their goals.