

Improving Management Acumen

A one-day course for managers, supervisors, team leaders & professional staff [accountants, lawyers, engineers, doctors etc.]

VENUE The Norfolk Hotel, Nairobi

CHARGES KSh30,000+VAT = Ksh34,800.00 per person

INTRODUCTION

So, you are now “the manager”: what are you going to do differently? What new duties will you have?

This seminar helps newly appointed managers / supervisors / team leaders get into their new roles smoothly by highlighting the most important and most common duties they will need to undertake.

Experienced managers will also gain insights that will help them improve their effectiveness.

HIGHLIGHTS

- ✓ **Settling into the new position:** the key functions of a manager
- ✓ **Task Allocation & Effective Delegation:** assigning duties, monitoring & evaluating
- ✓ **Workplace Discipline:** instilling proper work-ethics in the team
- ✓ **Conflict management:** Resolving conflicts positively
- ✓ **Team motivation:** getting your team to perform at its best

DATES	17 JUL	21 AUG	18 SEP	16 OCT	20 NOV
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To book you place[s], please contact:



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