Stepping up to Management Training

Duration: **3 Day**

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info@bilginc.com
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87% of learners would recommend this course.

- **Step into management with confidence and empower your team from your first day in the role.**
- **Designed for professionals preparing for or beginning their first management position.**
- **Create a personalised 90-day roadmap to turn your learning into practical results.**

Moving into a **management role** involves much more than receiving a new job title. It requires a shift in **mindset**, the development of new skills and the ability to lead people effectively while making a meaningful contribution to team performance.

Stepping Up to Management is a **three-day immersive training course** designed to help new and aspiring managers make a successful transition into management.

Throughout the programme, participants explore practical **management tools, techniques and frameworks** that help them **build trust**, **empower team members** and **improve performance**.

The course also addresses challenges commonly faced in today's workplace, including **hybrid working arrangements**, **change management**, **team dynamics** and **employee motivation**.

Through interactive activities, reflection and practical exercises, learners develop their own management approach. By the end of the programme, each participant creates a **personalised 90-day management roadmap** to help apply the skills and insights gained during training.

Prerequisites

There are no prerequisites for attending this course.

Who Should Attend

This training is particularly suitable for:

- **Professionals moving into their first management role**
- **Aspiring managers preparing for future management responsibilities**
- **Existing managers who want to strengthen their skills and increase their confidence**

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What You Will Learn

By the end of this **three-day training course**, participants will be able to:

- Make the **transition from colleague to manager** with greater confidence.
- Strengthen **self-awareness** through reflection and self-assessment tools.
- Use **emotional intelligence** to develop empathy and build trust within teams.
- Apply established management models to support **team dynamics and development**.
- Empower employees through **effective delegation and coaching**.
- Manage performance using **feedback and goal alignment**.
- Lead **hybrid teams** by balancing remote and office-based working arrangements.
- Apply **business acumen** to make informed and strategic decisions.
- Use **change management strategies** to guide teams through organisational change.
- Support ongoing **personal development and work-life balance** through structured action planning.

Training Outline

Day 1: Managing Yourself – Building the Foundation

The first day focuses on understanding the **transition into management**, exploring individual management styles and developing the personal capabilities needed for effective leadership.

Welcome, Learning Objectives and Course Context

- Introduction to the course structure and learning journey
- Identifying **individual learning objectives**
- Reviewing the programme's expected outcomes and overall context

Topic 1: Setting the Stage – Your Path to Management

- Reflecting on the **transition into a management position**
- Understanding the **mindset changes** associated with becoming a manager
- Identifying common challenges in a first management role

Topic 2: Navigating Your Role – From Colleague to Manager

- Exploring the differences between **management and leadership**

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- Understanding the responsibilities associated with each role
- Learning how to **balance management and leadership approaches**

Topic 3: Shaping Your Style – Building Trust and Empathy

- Exploring **emotional intelligence**
- Developing **self-awareness and empathy**
- Using practical tools to build **authentic, trust-based relationships**

Topic 4: Adapting Your Style – Meeting Needs and Contexts

- Recognising different **management approaches**
- Understanding the changing needs of individuals and teams
- Adapting **management styles to specific situations and team requirements**

Day 2: Managing Teams – Driving Performance

The second day explores **team dynamics**, effective delegation, employee motivation, coaching and performance management.

Warm-up and Review of Day 1

- Revisiting the previous day's key learning points
- Reflecting on practical insights
- Preparing for the second day's activities

Topic 5: Building Strong Teams – Understanding Dynamics

- Introducing **Tuckman's Team Development Model**
- Analysing team behaviours and development stages
- Identifying approaches to **improve team performance**

Topic 6: Empowering Your Team – Delegation and Motivation

- Exploring **effective delegation strategies**
- Recognising individual employee needs
- Adapting **motivation techniques** to different team members

Topic 7: Coaching for Growth – Developing Your Team

- Practising **coaching techniques**
- Building **trust through coaching conversations**

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- Supporting individual and professional development within the team

Topic 8: Performance Management – Aligning with Organisational Goals

- Establishing **clear performance objectives**
- Providing **effective feedback**
- Managing **difficult conversations**
- Aligning individual performance with **organisational goals**

Day 3: Managing in the Modern Workplace – Looking Forward

The final day focuses on managing modern working arrangements, developing business awareness, leading change and maintaining long-term personal growth.

Warm-up and Review of Day 2

- Reviewing key insights from the second day
- Reflecting on learning and practical applications
- Preparing for the final sessions

Topic 9: Managing Hybrid Teams – Balancing Performance and Wellbeing

- Exploring effective **hybrid team management strategies**
- Building **trust and engagement** across remote and office-based teams
- Supporting **employee wellbeing** while maintaining performance

Topic 10: Business Acumen – Making Informed Decisions

- Understanding essential **budgeting principles**
- Exploring **risk management** approaches
- Developing **data-driven decision-making** skills

Topic 11: Managing Change – Navigating Uncertainty

- Learning how to **lead teams through organisational change**
- Understanding employees' **emotional responses to change**
- Applying **change management strategies** during uncertain situations

Topic 12: Sustaining Personal Growth – Mindset and Balance

- Creating a **personal development plan**
- Evaluating **work-life balance**

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- Aligning everyday responsibilities with **long-term career objectives**

Final Action Planning and Review

- Completing a personalised **90-day management roadmap**
- Reflecting on the programme's main learning points
- Preparing to **apply new management skills in the workplace**