

Course Outline

New Office Manager or Supervisor

This course is designed for new Managers or Supervisors who need to quickly and easily manage their new role with confidence. Learn how to plan your day, influence your team, delegate projects, and run meetings. Build your toolkit of leadership skills through practical 'real life' scenarios and techniques.

In just 1 day...

- Top tips for meeting deadlines, motivating your team, and taking leadership.
- Learn how to manage projects and give feedback.
- Tips on dealing with change in the workplace.
- Stressed? Find out how just 10 minutes of planning can save you hours every day.
- Find the time management system that works best for you.
- Just relax...simple steps to reduce the stress in your day.

Course Modules

1. **Getting Organized**
2. **Communication Skills**
3. **Working Within A Team**
4. **Taking Leadership**
5. **Your Changing Role**

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