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Middle Manager Program

PROGRAM OVERVIEW:

The Middle Manager Development Program is designed to equip middle managers with the essential skills and knowledge to lead effectively, drive team performance, and align their work with organisational goals. This program focuses on practical application, personal development, and strategic thinking, fostering a well-rounded approach to management.

PROGRAM OUTCOMES:

- Enhanced Leadership Skills: Equip team leaders with the tools and confidence to lead effectively.
- Improved Team Performance: Foster a culture of high performance and collaboration within teams.
- Personal Growth: Support the personal and professional development of team leaders.
- Organisational Impact: Contribute to the overall success and wellbeing of the organisation through effective team leadership.

PROGRAM DURATION:

- Weekly Sessions: 4 hours per session (in-person or virtual)
- Additional Assignments/Projects: Approximately 2-3 hours per week

DELIVERY METHOD:

- Hybrid (combination of face-to-face workshops, online learning, and on-the-job application)

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PROGRAM STRUCTURE:

Week 1:
Introduction and Program Kick-off
- Welcome and Orientation
  - Overview of the program's mission, values, and expectations.
  - Detailed program objectives and outcomes.
- Networking Icebreaker
  - Activities to build connections among participants.

Week 2:
Leadership and Influence
- Understanding Leadership Styles
  - Exploration of different leadership styles.
  - Self-assessment to identify personal leadership style.
- Influencing and Motivating Teams
  - Techniques for motivating and inspiring team members.
  - Building trust and credibility as a leader.

Week 3:
Effective Communication
- Communication Strategies for Managers
  - Key communication skills and techniques.
  - The art of active listening.
- Managing Difficult Conversations
  - Strategies for handling conflict and delivering tough feedback.

Week 4:
Decision Making and Problem Solving
- Decision-Making Frameworks
  - Tools and techniques for effective decision-making.
- Critical Thinking and Problem-Solving Exercises
  - Practical exercises and case studies.

Week 5:
Building High-Performance Teams
- Team Dynamics and Roles
  - Understanding team roles and dynamics.
- Strategies for Team Cohesion and Performance
  - Methods to foster collaboration and high performance.

Week 6:
Performance Management
- Setting SMART Goals and KPIs
  - Techniques for setting clear, achievable goals.
- Conducting Performance Appraisals
  - Best practices for performance reviews and ongoing feedback.

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Week 7:
Strategic Thinking and Planning
- Understanding Organisational Strategy
  - Aligning team goals with the broader organisational strategy.
- Project Management Basics
  - Introduction to project management principles and tools.

Week 8:
Change Management
- Managing and Leading Change
  - Key concepts and strategies for effective change management.
- Overcoming Resistance to Change
  - Techniques for addressing and mitigating resistance.

Week 9:
Personal Development and Resilience
- Time Management and Productivity
  - Tools and strategies for effective time management.
- Emotional Intelligence (EI)
  - Developing EI for better leadership and team dynamics.

Week 10:
Innovation and Creativity
- Fostering Innovation
  - Techniques to encourage creative thinking and innovation.
- Problem-Solving Workshops
  - Interactive sessions to apply innovative solutions to real-world problems.

Week 11:
Capstone Project Preparation
- Project Guidelines and Expectations
  - Explanation of capstone project requirements.
- Group Work and Mentorship
  - Participants begin work on their projects with guidance from mentors.

Week 12:
Capstone Project Presentations and Program Conclusion
- Project Presentations
  - Participants present their projects to peers and senior management.
- Feedback and Evaluation
  - Constructive feedback on projects and program review.
- Certification and Recognition
  - Completion certificates and acknowledgment of achievements.

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PROGRAM ACTIVITIES:

Workshops
- Interactive sessions led by experienced facilitators focusing on practical application and group discussions.

Peer Learning Groups
- Small group activities to encourage knowledge sharing and collaborative problem-solving.

Mentoring and Coaching
- One-on-one sessions with experienced leaders for personalised guidance and support.

Online Modules
- Self-paced e-learning modules covering theoretical concepts and case studies.

On-the-Job Projects
- Practical assignments that allow participants to apply their learning in real-world scenarios.

EVALUATION AND FEEDBACK:

Self-Assessments
- Regular self-assessment activities to reflect on personal growth and identify areas for improvement.

Practical Assignments
- Assessment of on-the-job projects to evaluate the application of learned skills.

Peer Feedback
- Structured feedback sessions with peers to gain diverse perspectives on performance.

Final Presentation
- A capstone presentation showcasing a project or initiative led by the participant, demonstrating their leadership capabilities.

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