

# Manager's Toolkit

"Fast Track Learning to Facilitate Professional Leadership"

**Course #: SS0800**

**Earned PDU: 35 PDU**

**Duration: 5 Days**

## Overview:

Your skill as a Manager/Leader depends on more than your education. It depends on your repertoire of tools and your knowledge of how to use these tools in different situations. With just a hammer and nails a carpenter can build quite a few things. However, the more tools he/she has, the more things he can build. The more tools he acquires, the better he/she can deal with different wood working situations. A good (carpenter) leader/manager is innovative and flexible to meet the existing and changing demands in today's competitive business environment.

## Objectives:

The Manager's Toolkit workshop is designed to help identify your individual strengths (*use*) and weaknesses (*improve*) in several different skill categories including:

- Effective Communications
- Problem Solving & Decision Making
- Coaching & Counseling
- Efficient Delegation
- Time Management

A balanced mix of these elements is what differentiates a competent manager from an outstanding leader.

## Who Should Attend?

Leaders acquiring new positions, leaders with existing positions, project managers, team leaders, project engineers, design engineers, project leaders, industrial engineers, program managers, operations managers, functional managers, information technology professionals, and all Individuals needing to improve their leadership/management skills.

## Course Materials:

- Comprehensive Course-In-Book Training Study Slides
- Video training, USA
- Applicable practical exercises, activities & case studies
- Valuable read-out text e-Book (Soft Copy)
- Completion Certificate (35 Contact Hours)

**Course Fees: USD 1,950**

**Schedule:** [www.pmctquest.com/schedule.html](http://www.pmctquest.com/schedule.html)