



Developing your Management Potential I

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

Developing Your Management Potential I is a 1-day management training workshop delivered by Staff Training for supervisors, junior managers, and middle managers across all industries. The course teaches participants to identify their own management style, understand its impact on their team, and apply core skills such as effective delegation and setting clear expectations. Using practical exercises drawn from delegates' real workplace examples, the workshop prepares new and developing managers to transition confidently into leadership roles and build a productive, collaborative team environment.

What Others Had to Say About this Course...

"Thank you, Staff Training - I learnt so much!" ~ Sue

Who Should Attend this Course?

This course will benefit emerging Supervisors and Managers, and those making the transition from Supervisor to Manager.

Outcome

At the end of this workshop the learners will have the basic knowledge enabling them to set goals and standards, empower other staff, grow in their own positions, and recognise the value of a team.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242817	4	8	Solve problems, make decisions, and implement solutions

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 1-Day

Content

Topic	Details
What Are the Qualities of a Good Manager?	How to realise your full potential – what does it actually take, what do senior managers expect from you and what do your colleagues need
Understanding People	- Why we relate really well to some people and simply don't understand others - A module on personality profiling and how to effectively implement the knowledge from a management perspective, team analysis, senior management analysis, self-analysis
Making the Transition to Manager/Supervisor	- Shifting the focus of responsibility – dealing with the transition, for many new supervisors this is a huge challenge - Includes a discussion on gender, age and cultural challenges experienced
Understanding Your Role in the Organisation	Clearly defining expectations the blueprint is provided
Understanding Your Management Style	Analysing and understanding the impact your personal style has on you and your success as a manager, working with this understanding to achieve better future results
Is Your Vision Cellular or Holistic?	- Analysing communication within your company - What are the pitfalls and the solutions and how can you as a manager encourage better outcomes?
Setting Clear Goals and Expectations	- Goal setting made real - Theoretical and practical approach to goal setting - Learners are invited to put their own and current challenges on the table and work toward a possible solution with goal setting
Setting Clear Standards	Setting business and personal standards – this is a very short module, but should a client wish to have a specific issue highlighted the trainer is more than capable of doing so on the day
Delegating and Empowering	- Understanding the necessity and acquiring the skill - This extremely empowering module helps us to systematically unpack the challenges we experience with delegation and understanding that because the responsibility for the outcome of a delegated task lies with us

	The process of the delegation needs to be thorough and well thought out
Making Time for Employees!	What the 'open door policy' should actually mean – a short discussion
Recognising Achievement	The secure manager and his approach – a short discussion
Failing to Learn	How to ensure you are continually learning – a short and sharp discussion on the dangers of hardening attitudes in world where change is the only constant
Training Your Staff	What are the options open to you to ensure that you develop a culture of learning and achievement – a short discussion

Afterburner Content (Optional add-on)

Topic	Details
Managing Across Generations	- Recognise that each generation has distinct work values and preferences influenced by their formative experiences. - Adapt your management style to fit the specific needs and work preferences of each generation. - Focus on universally valued leadership traits like approachability and fairness. - Promote a cohesive work environment by integrating diverse generational perspectives.
Dealing with Change	- Stay informed about global workforce trends to adapt your management strategies effectively. - Implement remote work programmes with structured planning and effective communication tools. - Invest in upskilling and reskilling to address skill obsolescence and meet industry demands. - Develop essential soft skills such as problem-solving, adaptability, and communication for organisational success.
Ethics in Management	- Make ethical decisions in daily operations, considering the influence of authority and situational factors. - Understand that ethical behaviour can be significantly affected by contextual influences. - Recognise and address ethical dilemmas frequently faced by managers, especially in results-driven or diverse environments. - Foster a culture of ethics by rewarding integrity and modelling ethical behaviour as a leader.

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

[Enneagram Group Coaching Journey](#)

[Enneagram: Insight to Action](#)