



# First Time Managers Workshop



nIMBLE

*Facilitating Growth Through Processes*

# WORKSHOP FOR FIRST TIME MANAGERS



Organizations promote well performing employees to the supervisory / managerial position based on their performance on positions which required highly specialist and non-managerial skills i.e. they generally have occupied positions requiring value addition as “individuals” but not as a team leader! Many a times, the skills required for becoming a good supervisor / manager and to lead a team have never been experienced by the individual. Managing skills develop “on-the-job” - many times without any guidance or mentoring. Are we not leaving too much to “chance”?

Nimble as a Management Consulting Organization has helped many clients to incorporate Systems, Processes, Strategy, KPI's etc. The success of these measures largely depends on the Managerial skills of senior team. This training module is prepared to help existing and new managers look at their role more objectively from a Business Perspective rather than “Just a Good Employee”. This special training module is to help participants ***build and manage their team more professionally and holistically and thereby ensuring Business Success.***

## Objectives

The main objective of the training program is to make participants aware about Management and the Leadership needed in the position of a Supervisor / Manager / Lead / Team Leader. Managerial position is critical to success of any organization, project / function. After attending this program, participants would be able to take -on various responsibilities more effectively and help in building the organization by contributing and adding Strategic Value to the organization's efforts.

## Contents

General Contents of the program are given in Annexure—1. These are modified as suggested by the specific organization and based on our pre-training discussions with your managers and participants.

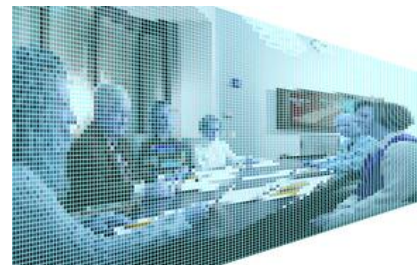
## Duration

The contents shall be covered in two full day sessions - about 14 hours of interactions with Participants . The program usually starts with Introduction by your Senior Leader highlighting the overall organization's Vision, Mission, Values and current Mid-Range Strategic Goals. A 40 minutes slot on Day-1 has been allocated for this purpose, including time for Introductions and Ice-Breakers.

## Methodology

Before the Workshop, Nimble would meet your senior Management team to understand a) the vision, mission and values of your organization b) the working and structure of the organization and the role expectations of the participants, c) Specific Issues your management would like to be addressed etc.

We would also have a focus group discussions with the participants (about 45 minutes) and meet a few (around 6) for about 20 minutes each. Training is imparted by case studies and extensive participation of all participants and encouraging them to share their experiences. This shall be supported by Power Point / visual presentations and a touch of theory. Being action oriented, this methodology has been found to work wonderfully well with all participants. Questions are taken up on-the-way and on end of each day. Second day shall start with a brief summary of Day 1 and end with a general discussions and some key-take-aways!



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## *Who should attend?*

The program is designed to be most beneficial to people who have just become managers / supervisors or to those who would like to renew their understanding of management skills.

## *Facilitator*

The program shall be facilitated by Mr. Vinod Kumar Mehandru (VK) and Mr. Pawan Bhandari. VK has over 40 years of experience in Public Sector, Private Sector (small and big corporations) and as an entrepreneur. He is presently CEO of Nimble Systems Pvt. Ltd. He has been responsible for developing and delivering training in many organizations, including EIL, Bechtel, L&T, PLE and SK Engineering ( a KOREAN Organization) in NCR. Pawan has over 20 years experience after MBA and has facilitated Workshops / Training and Consulting for a large variety of Organizations including Times of India, World Vision and many other clients.

## *Training Venue*

The location is chosen by the client. We recommend that venue be off-site and away from office premises—to avoid any official / routine interruptions. This would bring in an element of pace, fun in learning and keep the participants motivated. We would review the location, facilities and layout of the venue's suitability for the workshop.

## *Fees & Payment terms*

Our normal fees is Rs. **(X—to be discussed)** for each of the suggested two days program for a maximum of 20 participants each. Taxes (Service Tax etc.) shall be extra as per government regulations. The service tax is understood to be 10.3% presently. Apart from the fees, we would charge you for travel / boarding / lodging charges at actual for the facilitators to reach and return from workshop site. VK is located at Delhi and Pawan is located at Mumbai. The fees for the second and subsequent module is generally lower **(Y- to be discussed)**. 50% of the Fees shall be payable in advance along with confirmation of order for each workshop. The balance shall be payable within 7 days of the date on our invoice. Our invoice shall include details of our PAN number and Service Tax Registration etc. Please advise if there are any specific requirements to be met for receiving payments. The Invoice is generated Electronically and sent as eMail attachment.

## *The Fee Includes*

Back ending charges, which include research, design and the composition of materials. Very few handouts are used except for some need based Survey. Power point Slides are proprietary and property of Nimble and would not be handed over. Presentation shall be given through use of our own Laptop computer to enable use of appropriate version of software and mind maps etc.

## *The Fee does not include*

- The cost of filming / photography if required.
- Printing and photocopying of the handouts. Soft copy of the material shall be sent two days in advance.
- Conveyance or travelling expenses of the facilitator—which is extra at actual.
- Boarding and lodging expenses of the facilitators and assistants – if required for off-site.
- Venue and refreshment rental / expenses in general
- Audio / Video / LCD system and projection facilities
- Any other stationery or article required as a support to the Programme such as Flip Charts, Sticky Pads and other training material for activities etc.
- A list of material required shall be provided in advance at least two days before the event.

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## About Nimble

Nimble is a management consulting organization assisting clients in three basic areas. These are

- a) Improving management effectiveness
- b) Improving business operations
- c) Managing human resources



With appropriate strategy, processes and resources organizations have all the ingredients of success. However managing these three ingredients requires knowledge of many sound management tools and practices. These would be tools like Balanced Score Cards, Six-Sigma, Kaizen and many such other tools. Nimble works with organizations and supports them in analyzing their business performance, efficacy of existing structure and processes and its relevance to changing needs. It then suggests appropriate measures which if taken can help organizations improve their business results.

Most of our clients are mid size enterprises / individual entrepreneurs who are driven by passion to lead. We enjoy assisting our clients to grow into organizations that are capable of becoming leaders in their own domains. Nimble employees have wide range of experience and have worked in organizations ranging from Public Sector, Private Sec-

tor, Engineering Consulting, EPC Contractors, Manufacturing, IT, Not for Profit Organizations, Retail, Trading and Marketing sector, and many others. Nimble has worked for clients in various countries such as India, Kuwait, Kenya, Uganda, UAE, Sudan, Nepal, Ceylon, Myanmar, Georgia, Taiwan etc.

Content of all Nimble Trainings are based on direct experience gained while working for our diverse clients or from personal experience gained while working in many organizations. Our Training focuses on improving competency of participants in management skills. Focus is always to make all participants aware about good and contemporary practices in the industry.

### For more information—contact

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## Annexure – 1 - Proposed Contents for FTM Workshop

SN	Module Name	DAY	Description
1	Managing your work.	1	What has changed? Your Role requires commitment to what? Your stakeholders – are they being served? How to balance priorities between various types of work expected in the Role you have accepted. Commitment to Vision, Mission & Values.
2	Effective Teams		Is your team effective? Task Achievement Iceberg – what you don't see? Skills for Success? Which Behavioral Skills are most important for you? Why a Manager should be aware about Conceptual Skills? Are your Team members exhibiting TEAM-WORK Competency? The Common and Collaborative Approach of Effective Teams. Team Agreements & how they help? How can you help your Supervisors at various stages of TEAM Development? Mutual Accountability – where are your TEAM Members on the Accountability Ladder?
3	Skills for Success		Skills you must acquire to improve TEAM WORK. How to observe the competency of your team members to effectively work in Teams and Coach them for improving team-work. Ways to develop your people.
4	Common & Collaborative Approach to Team-work		How effective teams reach agreement on key issues and develop a mutually acceptable approach. How Effective Teams understand the need for Mutual Accountability.
5	Importance of Attitude		How attitude affects the performance of your team. How your Paradigms affect your thinking and how to be open to change them.
6	Managing Team for Results		Setting right Goals for the team. Knowing your Team members.
7	Motivating Individuals	2	General Discussion on Motivation and how it affects performance.
8	Managing Individuals		Why is it important to manage individual's performance? How to get results through team-members and use Effective Consequences to seek best performance. Giving and Receiving Feed back.
9	Delegation		Delegation – the science & ART of it! Why should you delegate? What can be delegated? How to delegate?
10	Personal Effectiveness		a) Time Management for balancing your time to focus on all of the areas of your responsibility. b) Meetings Management to improve the productivity of your meetings. c) Effective Communication
11	Manager's Toolbox		Using Manager's Tools for better Decision Making and Analysis of data. Performance Focus and Metrics for Business Excellence.