Dave Jones Consultants
Captivating Practical Learning BIG Results!



MANAGING SKILLS FOR NON-MANAGERS 1

How to lead people when you aren't the boss

Register

OVERVIEW

Learn how to inspire, influence and motivate people to accomplish important goals - when you have no formal direct reporting authority over them. Managing people when they don't report to you can be tough. How do you deliver feedback? How do you hold people accountable? How do you keep them on track? How do you arrive at consensus? How do you mediate conflict? In this highly interactive and practical program, you'll get the skills and knowledge you need to help work colleagues perform at their best.

Program Topics

Inspire, Influence and Motivate
- Create meaningful goals
- Track and celebrate progress
- Establish team priorities
- Use praise

Cooperation and Consensus
- Establish team member dependencies
- Encourage dialogue
- Decision making – command, consult and consensus

Accountability
- Deliver feedback
- Establish performance standards
- Create a climate of self-reflection
- Use politics

Conflict
- Stop taking things personally
- Manage triggers
- Circle back

At the end of this course, you will be able to:
- Lead without formal authority
- Build high performing teams
- Manage emotions
- Minimize conflict
- Maximize cooperation
- Inspire others
- Deliver performance feedback
- Meet project deliverables
- Manage workload

Who Should Attend?
People who lead projects, initiatives, or groups but do not have formal managerial authority.

FACILITATOR & TRAINER: DAVE JONES

This instructor-led, in-person/remote course delivered by **Dave Jones** will ensure participants receive hands-on training with real-life applications to advance their career.

COURSE LENGTH

Managing Skills For Non-Managers 1 is designed as a 1-Day Course.

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