

# Charismatic Manager Academy - First time manager: Building the manager's competence and authority

## #1 The authority and influence of your role as a manager in managing a team is powerful - use it!

- **How to manage your colleagues recently** to create a new, constructive relationship in which you have the authority of the boss in the eyes of the employee and there are no insults and conflicts
- How to behave towards employees and what decisions to make **so as not to drown in the multitude of tasks?**
- Manager SWOT - **how to strengthen your leadership position**
- **What are the functions of a manager in management?** We expand the scope of your perception - your influence:
  - about organizing
  - d delegation
  - m motivating
  - settlement
- **Boss's exposé - level I** - how to present yourself, expectations towards the team and build authority and trust through neurolinguistics ?
- **Recognize your personality and employees** based on Jung's model to achieve understanding and effectiveness in communication with a team consisting of:
  - introverts and extroverts
  - people making decisions based on subjective or objective arguments

## How we take care of your needs :



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## #2 What is manager personal effectiveness and how can you achieve it?

To effectively manage a team, you first need to manage yourself effectively, i.e. concentrate, prioritize and plan. Then comes the readiness and ease in prioritizing and planning the team's work, which you express through delegation. In this training we will cover both areas:

- What prevents you from being as effective as a manager - identifying distractors and developing a change strategy,
- What you can influence and how to increase your sphere of influence - a mental strategy of agency,
- How to prioritize and then divide and plan your and your employees' tasks

to manage the multitude of tasks, organize them and ensure business efficiency:

- Pareto principle ,
- ALPEN technique,
- Disturbance curve,
- Performance curve,
- Rule 60:20:20,
- Parkinson's law,
- Which tasks to delegate to employees and which to plan for yourself - Eisenhower Matrix,
- How to recognize that it is worth changing established priorities and plans to ensure optimal efficiency,
- **Sherman's 6 Levels** - or how to delegate to make sure that the employee will perform the task in accordance with your expectations and you will not correct it afterward
- A short presentation of the possibilities of improving a manager's work offered by popular programs: MS Outlook and MS Planner: delegation, monitoring and settlement

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## #3 How to set boundaries and not overwhelm employees - how can you be an assertive manager?

- Positive and empowering (employee) refusal - Zawisza™ technique
- Constructive refusal that builds responsibility and agency in the employee - the Conditioning™ technique

## #4 How to manage your emotions to radiate positive energy to the team?



Do you have any  
questions?  
Please contact me

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