

## Effective Manager 1 : Embracing your role as a manager

### Description de la formation

We often take the manager's role for granted, assuming that becoming a manager is simply a natural transition in a person's career path. However, being a manager requires a different skill set than performing a professional or technical trade. The good news is that effective management skills can be learned. All managers, whatever transition they face, stand to benefit from upgrading their skills. With the help of practical tools and established methods, participants will gain a better understanding of their responsibilities and challenges so they can achieve better results and fully embrace their role as a manager.

### Objectifs pédagogiques

1. Develop your own vision of what makes someone an effective manager.
2. Describe key management functions and skills required to do the job effectively.
3. Understand how you exert authority and power, and how you influence the work environment in your management role.
4. Learn problem-solving and decision-making tools and techniques, and put them into practice.
5. Prioritize and effectively manage your tasks.

### Contenu

#### Transitioning successfully into your role

- Moving up to a management position

#### Fundamentals of management

- Management: Fact versus fiction
- Trends in management

#### Core competencies for managers

- Core competency self-assessment

#### Roles of the manager

- Creating added value
- Different management skills for different levels of authority
- Interpersonal skills
- Developing talent

#### Agility and continuous improvement

- The agile manager
- Managing operations
- The P-O-L-C framework

#### Positioning yourself as a manager

- Authoritative vs. authoritarian
- Defining authority
- Exercising authority as a manager

#### Problem resolution

- The general framework for problem resolution

#### Decision making

- Decision-making strategies
- Choosing the right approach
- The 8 principles of persuasion

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### Managing priorities

- How do managers spend their time?
- The urgent-important matrix
- Effective priority-setting

### Action plan

- Applying what I've learned

### Méthodologie

- Exposé
- Travail d'équipe
- Travail individuel
- Groupe de discussion
- Étude de cas
- Enseignement par les pairs
- Autoévaluation

### Clientèle visée

All managers, including newly appointed managers and those who want to update their skills.

### Particularité(s)

This training is also offered as part of the Effective Manager development program (PER-979), which lasts a total of six days (delivered as three 2-day segments).

### Formateur(s)

Gary Blainey

Gary est conseiller en ressources humaines agréé CRHA ainsi que coach certifié ACC de L'International Coaching Fédération (ICF). Son parcours professionnel l'a amené à se diriger vers la gestion des ressources humaines où il a œuvré principalement en développement organisationnel et formation dans les secteurs publics, parapublics et privés. Ce cheminement professionnel, lui a permis d'acquérir une très solide expérience dans la mise sur pied et la diffusion de programmes de formation axés sur le développement de compétences et l'accompagnement individuel auprès de gestionnaires et du personnel.

### Durée

2 jour(s) pour un total de 14 heure(s).

### Coût par participant en formation publique

1037 \$

### Prochaines dates en formation publique

25 et 26 mars 2026 (Montréal)

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