



Basic Management Skills

基础管理技巧

目标与内容 Objectives and Content

As a newly appointed manager, if you have any of the concerns regarding about people management, this training course is just right for you! This management skills training equips you with proven supervisory techniques that you can put into action immediately. With the help of these management skills, you'll be able to meet your new challenges with increased confidence, respect and power. You will feel more confident, trust your potentials, and be more eager to face the challenges and opportunities of the future. You will be more efficient and have more time to perform the creative and strategic thinking about your group, your division or even your company!

作为一名管理者，如果您对管理他人有任何疑问，那么这个培训就是为您设计的。此培训中的管理技巧通俗易懂，使您能够轻松运用于您的日常管理工作。使自己从繁琐的事务堆中解脱出来，真正进入管理者的角色，正确把握对待员工的态度，更好地管理您的员工，更加自信地面对即将到来的无穷挑战和机遇，去做更有创造性的工作，更多地思考您组织的未来和愿景！

参加对象 Target Group

Supervisors and managers with less management experience, experienced managers with little or no formal leadership training, aspiring and soon-to-be-promoted managers.

缺乏管理经验的主管、经理，未接受过正式管理培训的经理们，将晋升的经理们。

大纲 Outline

- The manager's role and responsibility
- Quality and capability of a good manager
- Understand your management style
- Effective communication skills
- Skills of training, coaching, motivation and delegation
- Building a high performance team
- Management of 80s subordinate
- 管理者的角色和责任
- 优秀管理者的应具备的素质
- 了解自己的管理风格
- 高效沟通技巧
- 训练、激励、授权与培训下属的技巧
- 建立高绩效团队的技术
- 80 后员工的管理

日期 Schedule

April 17-18,
September 11-12,
2018

价格 Price

Members:
RMB 4200
Non-members:
RMB 4700

Fee includes
lectures, course
materials and
lunch.

包括会务，资
料费，午餐
费。

语言 Language

Chinese

培训顾问 Trainer May HE

Ms. He has seventeen years working experience on professional training and human resources development. She has developed and designed and delivered the following softskills training for the managers in middle and senior level in hospitality, retailing, logistics, manufacturing industry, such as Professionalism, Time and Stress Management, Presentation Skills, Train-The-Trainer, Teamwork, Business Etiquette Communication Skills, Customer Service, Motivated Your Team, Influencing Skills, Creative thinking and Problem Solving, and Management Skills.