XCELERATE TRAINING INSTITUTE
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LEADERSHIP AND MANAGEMENT

First-Time Manager Programme Training Course

Making a Successful Transition from Specialist to Manager

DURATION	LANGUAGE	FORMAT	COURSE CODE
5 days	English or Arabic	Classroom / Online	TTC-140

Upcoming dates

Dates	Venue	Format	Fee
1 – 5 Feb 2027	Amman	Classroom	€3,800
26 – 30 Apr 2027	Live online	Online (live)	€1,200
10 – 14 May 2027	Amsterdam	Classroom	€4,800
16 – 20 Aug 2027	Barcelona	Classroom	€4,800
4 – 8 Oct 2027	Live online	Online (live)	€1,200
22 – 26 Nov 2027	Berlin	Classroom	€4,800

Register or ask a question

Online: x8ti.com/course/first-time-manager-programme-training-course/
+491631686678 · info@x8ti.com

First-Time Manager Programme Training Course

Introduction

Moving from being a strong individual contributor to managing others is one of the most difficult career transitions. New managers must learn to delegate, lead former peers, give feedback and manage performance.

This programme gives first-time managers the essential skills and confidence to succeed in their new role, from managing themselves and their time to leading, motivating and developing a team.

Learning Objectives

By the end of this course, participants will be able to:

- Understand the shift from specialist to manager
- Manage time and priorities as a manager
- Delegate and assign work effectively
- Communicate and give feedback with confidence
- Motivate and develop team members
- Handle common management challenges

Training Methodology

This course combines short expert presentations with practical exercises, case studies from the Gulf and international organisations, group discussions and work with real templates and tools. Participants are encouraged to bring examples from their own work so that the learning can be applied immediately.

Participants practise management situations through role plays and real workplace cases.

Benefits for Your Organisation

- Faster, smoother management transitions
- Better-led teams
- Fewer new-manager failures
- Stronger leadership pipeline

Benefits for You

- Essential management skills
- Confidence leading former peers
- Feedback and delegation techniques
- A personal development plan

Who Should Attend

This course is designed for:

- Newly promoted managers and supervisors

- Team leaders
- High-potential employees preparing for management
- Project leads
- Specialists taking on team responsibility

Course Outline

Day 1: Becoming a Manager

- From doing to leading
- Managerial roles and responsibilities
- Leading former peers
- Building credibility
- Personal leadership style

Day 2: Managing Work

- Planning and prioritising
- Delegation
- Time management
- Running team meetings
- Decision making

Day 3: Communication and Feedback

- Communicating expectations
- Active listening
- Giving feedback
- Difficult conversations
- Role plays

Day 4: Motivating and Developing People

- Motivation
- Coaching basics
- Performance reviews
- Recognition
- Supporting development

Day 5: Common Challenges

- Managing conflict
- Underperformance
- Working with your own manager
- Managing stress
- Development plan

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Registration Form

First-Time Manager Programme Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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info@x8ti.com

Register online
Open the course page