

Ref: IRES/DCES/2018/769

December 14th, 2018

Dear Sir/Madam,

SUBJECT: INVITATION TO ATTEND LEADERSHIP AND MANAGEMENT SKILLS FOR NEW MANAGERS AND SUPERVISORS COURSE.

We are delighted to invite you to participate in a one week training workshop on **Leadership and Management Skills for New Managers and Supervisors Course** take place in **Kigali, Rwanda** from **21ST to 25th January 2019** which we offer to participants from public, private and NGOs institutions in Africa and abroad.

This leadership and management training course provides an understanding of the issues which allow for effective management and supervision, such as proactive planning, understanding of customer relations, effective time management, proper communication and understanding human interaction, helping new managers/supervisors know how to use productive leadership and management techniques.

The following will be covered during the training:

- Leadership Skills Required of a New Manager/Supervisor
- Importance of Goal Setting and Planning Management for a Manager/Supervisor
- Time Management and Communication as Effective Disciplines for New Managers/Supervisors
- How New Managers/Supervisors Build Effective Interpersonal Interactions
- Developing Personal and Work Group Improvement Plans

[Click Here to Register.](#)

How participants will benefit

Upon completion of this training course, participants will be able to:

- Understand and develop skills necessary for new managers/supervisors
- Learn the importance of managing with strategic thinking
- Learn how to set goals and plan effectively and efficiently
- Develop the ability to establish a customer focus in management
- Develop positive interpersonal techniques for better people relationships
- Improve their ability to make higher quality decisions
- Apply concepts of team building, team performance, and motivation
- Learn how to establish and maintain time management techniques
- Understand the role of stakeholders and learn techniques of stakeholder management

- Understand how to develop productive communication techniques
- Understand the importance of performance standards, goals and objectives
- Develop improvement plans to accomplish work and improve performance

Who Needs this Training?

- Personnel who have recently been appointed to a new management or supervisory position
- Those who are desirous of a supervisory position or those established supervisors who have not had formal supervisory training
- Those who are responsible for managing any type of group or team and representatives of all functional disciplines from any type of industry, business or organization, including the service industry

Minimum requirements:

Participants should be reasonably proficient in English. Applicants must live up to Indepth Research Services (IRES) admission criteria.

Accommodation:

Accommodation is arranged upon request. For reservations contact the Training Officer.

Email: outreach@indepthresearch.org

Mobile: +250 789 621 067

Participation Fees:

Individual RWF 552,000/USD 999/EUR 790 - Exclusive of VAT.

Payment Deadline:

Payment should be transferred to IRES account through bank on or before Monday, 14th January 2019.

[Click Here to view related courses.](#)

Call or email us for more details

Yours Sincerely,



Kennedy Karani.

For: Indepth Research Services

"Skills and Technology for Development"

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