



Spire

SPIRE MANAGEMENT ESSENTIALS
2 Day Workshop

MANAGEMENT ESSENTIALS COURSE | 2

LEARNING JOURNEY	
DAY 1	DAY 2
Setting High Expectations	Emotional Intelligence
Building a Learning Culture	Motivating Teams
Performance Coaching	High Performing Teams
Ownership for Managers	Asking for Team Input

Module	The participant should be able to:
Setting High Expectations	<ul style="list-style-type: none">Engage team members in the process of setting high but achievable expectations and build measures that help meet these expectations
Building a Learning Culture	<ul style="list-style-type: none">Facilitate practice of skills in deliberate and structured sessions with team members
Performance Coaching	<ul style="list-style-type: none">Set up and conduct meaningful coaching sessions that build competence and drive greater results with direct report(s)
Ownership for Managers	<ul style="list-style-type: none">Building Ownership in TeamsFoster a culture of accountability and responsibility in the teamTake action that drives the organization forward

Module	The participant should be able to:
Emotional Intelligence	<ul style="list-style-type: none">• Build emotional awareness as a Manager• Leverage personal qualities such as perseverance and self control to get along with others and drive team success
Motivating Teams	<ul style="list-style-type: none">• Foster a culture of excitement to get work done by setting the bar high, inspiring and rewarding the team to deliver great results
High Performing Teams	<ul style="list-style-type: none">• Set high expectations and communicate clearly and timely• Use effective delegation as a tool to achieve high team performance
Asking for Team Input	<ul style="list-style-type: none">• Proactively collaborate with team members in problem solving or getting complex work done; Closing the loop by expressing gratitude to the team

MANAGER LEARNER PROFILE | 5

Please find a profile of managers within your team that would greatly benefit from the courses detailed. This includes both managers of a team and of a project/process.



Manager Profile

Education: Higher Education Certificate, Diploma or Degree

Language: Proficiency in written and spoken English

Profession: Sales Manager, Product Manager, Customer Care Manager, Project Manager, Warehouse Manager, Learning Design Manager, Supervisors and Team Leaders

In-Person Training Dates

- Thursday 30th November and Friday 1st December 2017
- Full day training sessions run from 8am-4pm

Cost

- 29,000/- KES incl. VAT per person for the 2 days
- Company will be invoiced on behalf of the trainees participating before the start of the programme

Trainees

- Mid-level managers from several small (and growing) companies in Nairobi
- 15-20 trainees per class

Certificate

- Participants will be provided with a Certificate of Completion based on their engagement in the programme



Spire

JOHN KINYUA
SALES ASSOCIATE

jkinyua@spire.is
+254 722 141 304
www.spire.is