

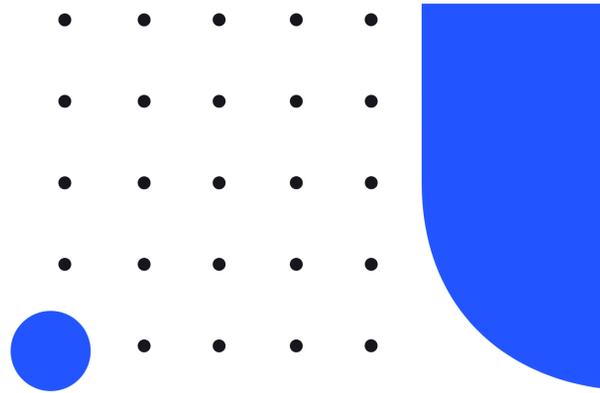
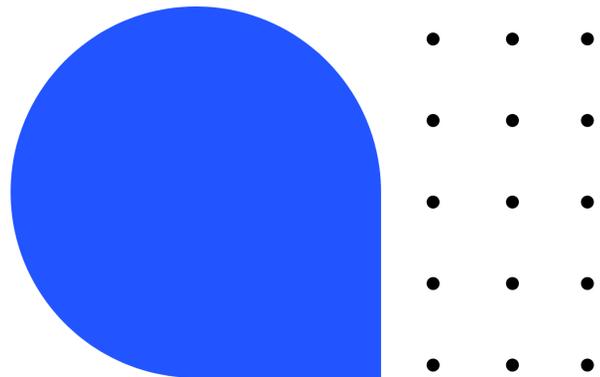


**The Document Control Professionals**

Consultancy, Training Courses, Publications, Certification

## Course Brochure

# Transitioning to a Manager Position Training Course (MGR)



### CONSEPSYS LIMITED



[www.consepsys.com](http://www.consepsys.com)



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#### Headquarters

The Broadgate Tower - 12th Floor  
20 Primrose Street  
London EC2A 2EW  
United Kingdom

# Transitioning to a Manager Position

## Training Course

Learn to think as a successful manager

## Summary

Moving up to a Manager position requires a profound change of mindset and perspective. New managers must re-invent their professional outlook and must face a new suite of complex challenges.

Participants are guided to learn to slip into their new role as a Leader, with a better understanding of what their organisation expects from its team leaders and managers.

Through a set of challenging workshops, the mindset of participants is transformed to embrace the shift of focus from detail to overview, which they must go through to meet the objectives of their organisation and to be effective, credible and successful Managers.



The course is run in partnership with Kerr Noll Consultants

## Course Content

Unit 1: What does the new role change?

- What changes in this new type of role
- What new perspective to acquire

Unit 2: Getting started

- Aligning strategy with company objectives
- Creating a vision and a culture
- Mobilising a team
- (Re-)defining roles and responsibilities
- Developing plans to achieve objectives

Unit 3: Attitude and perspective shift

- Accepting accountability for entire team
- Thinking and communicating at a higher level
- Projecting confidence
- Making difficult decisions
- From expecting to effecting

Unit 4: The bigger picture

- Nesting the bigger picture
- Strategic thinking
- Mapping processes

Unit 5: New tricks to learn

- From doing to managing
- Delegating & empowering people
- Following up and closing out
- Chairing meetings
- Supporting and motivating the team
- Anticipating, detecting and addressing issues
- Managing priorities
- Managing and monitoring performance
- Managing office politics
- Managing risks

Unit 6: New activities to undertake

- Managing commercial and economic aspects
- Strategic planning
- Managing resource utilisation
- Processing information, forecasting, reporting
- Downward, upward and sideways management

Unit 7: All eyes on the manager

- Change in rapport with others
- Leading by example
- Representing the organisation
- Communication style
- Managing confidential information

Unit 8: New problems to face

- Dealing with difficult situations
- Dealing with difficult people

## Format

Course available:

- In Live Online format
- or in Face-to-Face format

## Duration

- 5 x 0.5 days for Live Online format
- 2.5 days for Face-to-face format

## Dates

Check upcoming sessions [here](#)

## Audience

- Individuals moving up to a Manager position
- Team leaders, managers, entrepreneurs, business owners
- Individual seeking to progress their career
- Business owners planning for growth
- Individuals with no formal or academic management training

## Course Fee

British Pound	975
Euro	1120
US Dollar	1300
Australian Dollar	1725
Canadian Dollar	1650
Singapore Dollar	1800
Malaysian Ringgit	5095



# Transitioning to a Manager Position

## Training Course

Learn to think as a successful manager

## Course Objectives

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

- Operate a mindset shift from detail to overview
- Operate a mindset shift from doing to managing
- Understand the difference between an employee role and a Manager role
- Think at a strategic level
- Understand the skills that they must develop
- Accept responsibility and accountability
- Understand the environment of a manager
- Understand the challenges of a manager
- Understand the components of people management

## Pre-Requisites

- Desire to be a leader
- Desire for more responsibility
- Ability to think conceptually
- Desire to be challenged beyond one's comfort zone
- Ability to think outside of the box (ability to project oneself outside of one's own experience)

## Certificates

- A Completion Certificate is issued to each participant who satisfactorily completes the course.



## Dates & Locations

Find the best fit for dates & locations on our website

[www.consepsys.com/mgr](http://www.consepsys.com/mgr)



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## COURSE FORMATS

### On-Site (Face-to-Face)

We run training courses in a face-to-face set-up around the world.

Great opportunity to meet and network with like-minded professionals.



### Live Online (Virtual Classroom)



Learn from where you are with our Live Online courses : a virtual classroom led by our instructors, and a great opportunity to meet and network with Document Control professionals from around the globe.



# Transitioning to a Manager Position

Training Course

Learn to think as a successful manager



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## OUR CLIENTS SAY IT BEST

### Rebecca said:

"This course was pivotal in helping me evaluate if I am ready to take this next step, and step up to a management role.

I would recommend it to anyone having the same considerations and wanting the training and confidence to make this decision"



### Agnes said:

"Thank you for showing me a light in the tunnel, and empowering me with the possibility to change myself first before changing my team!"

### Jelena said:

"Focused course with many real life examples.

This course touched all aspects of the good management criteria and provided better understanding on how to deal with different situations"

**More testimonials  
on our website:**

[www.consepsys.com/clients](http://www.consepsys.com/clients)

## Consepsys are the world leaders in Document Control Best Practices.

Founded in 2010, we are a consultancy specialising in Document Control, and the worldwide leading provider of Document Control training courses, certification and publications.

We play a central, global and active role in disseminating and collecting the very best practices around the world.

We promote strong values and a responsible Document Control approach, attitude and philosophy, which carefully take into account safety, business, project, engineering and quality considerations.

### **65+ Activity Sectors**

Our Clients come from a wide variety of activity sectors. You can find a selected list of our clients here:

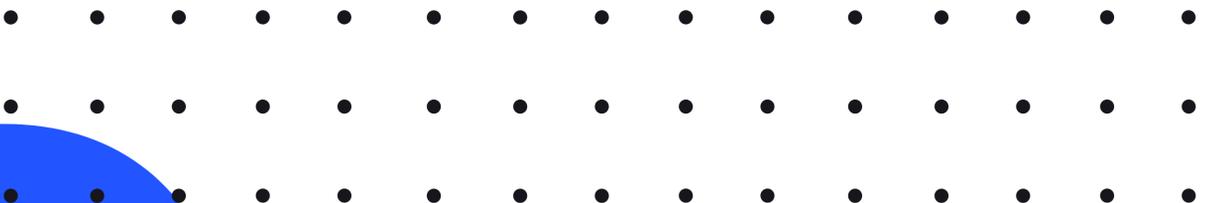


### **105+ Countries**

We have trained & certified professionals from all over the world: 22 timezones and 105+ countries.

### **100% of our clients recommend us**

Client satisfaction is our priority and we are proud to say that all our clients warmly recommend our courses. Read their stories here:



# Clients



750+ Client Organisations have trusted us

Below is a *very small* sample of Client References. Find more references [here](#).



# How to register on a course?



1

Fill out the [online enrolment form](#)

2

Pay for the course fee

3

At payment receipt, we confirm your enrolment



# Frequently Asked Questions (FAQ)



Read the [Live Online Format FAQ](#)



Read the [Face to Face Format FAQ](#)



# Our clients say it best

## Richard said:

"Consepsys provided an incredible course, the material and how it was presented was spot on. Really enjoyed the course, got everything I needed from it and more"



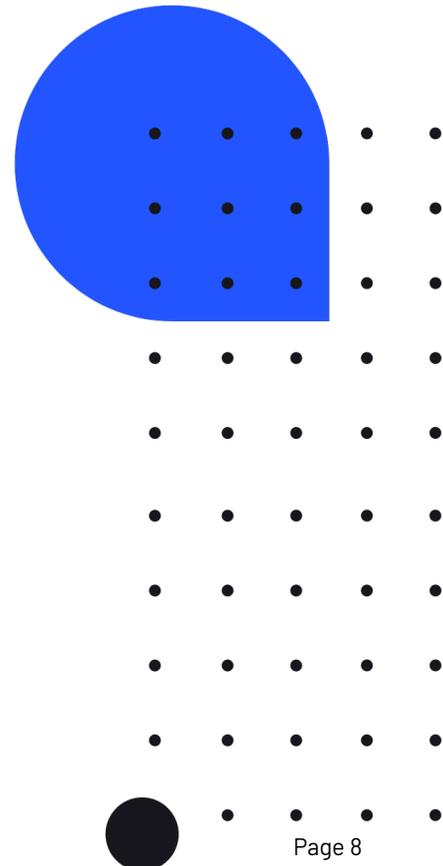
## Shauna said:

"Terrific course, it provided verification of what I have learned on my own at this point, but also closed gaps of when I was looking for knowledge"



## Tori said:

"Absolutely loved the entire experience! Gained insight & expanded knowledge while confirming positives/negatives of current business practices"





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