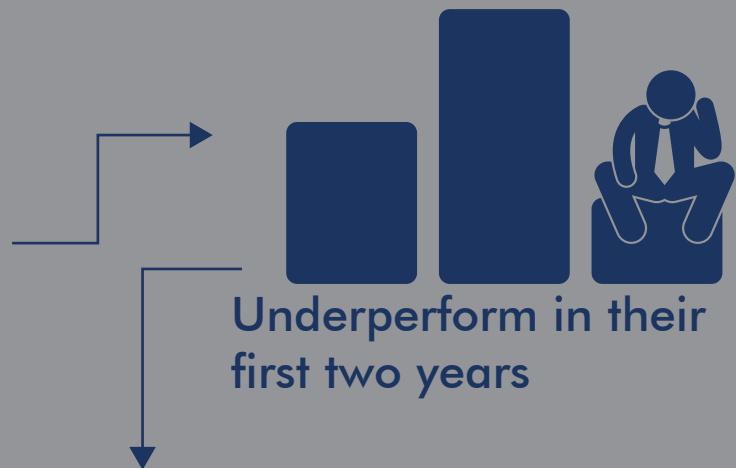


**50%**  
of managers

receive no  
training at all



In Fact...



which causes performance gaps  
and employee turnover

**WHO IS TEM FOR?**

- Managers with at least 1 direct report
- Managers who've never received training
- Teams wanting to standardise management practices

**HOW DOES IT WORK?**

- Live facilitators
- 6, 3.5-hour workshops, 1/month (30 hours total)
- 6, 1-hour group check-ins, 1/month

**PRACTICAL APPLICATION**

- 1-2 monthly assignments to develop customised management systems
- Commitment to 1, 30-day habit-building activity each month

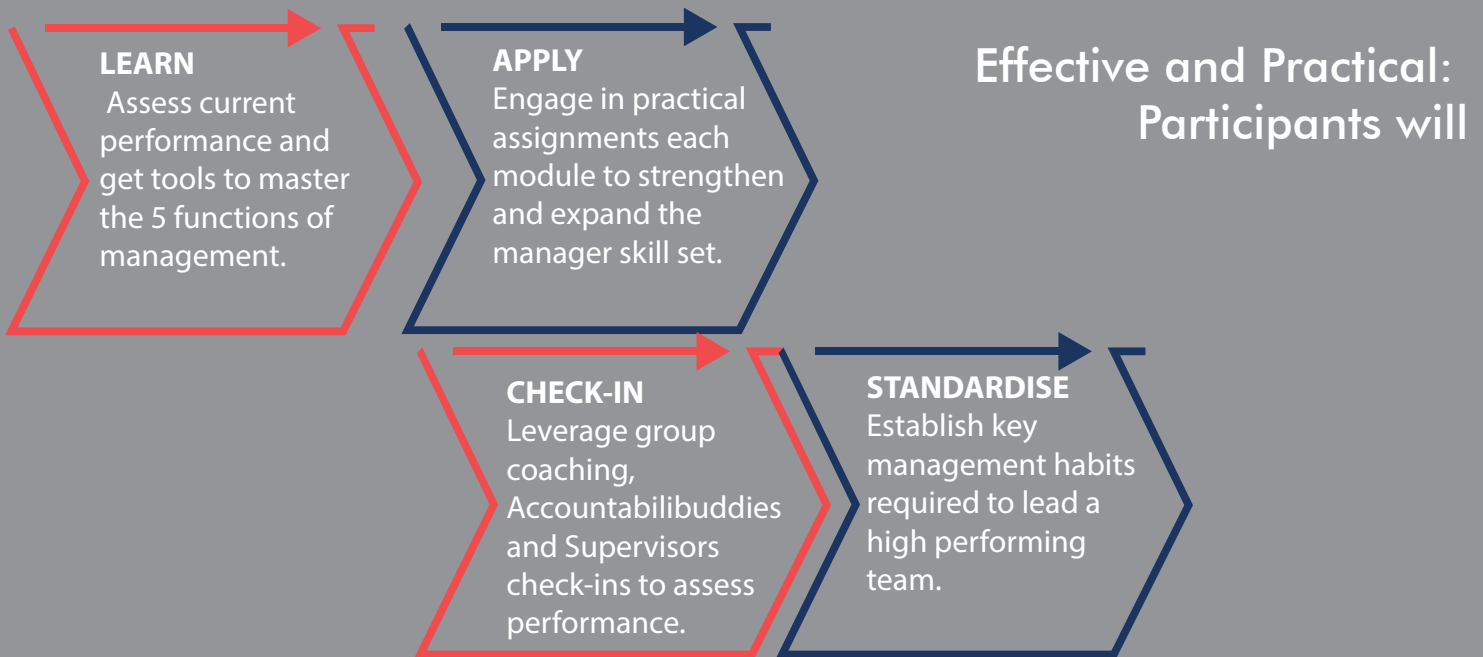
**ASSESSMENT**

- Pre and post workshop self-assessment
- Facilitator recommendations to participant supervisors

# A PRACTICAL 6-MONTH MANAGEMENT TRAINING COURSE (30 HOURS TOTAL)

TEM equips managers to plan efficiently, delegate effectively and consistently hold staff accountable.

## ON TIME QUALITY RESULTS



## OUR CLIENTS



# COURSE OBJECTIVES AND ACTIVATIONS

## 1

### 5 FUNCTIONS OF MANAGEMENT

**Objectives:** Understand the small print of management by assessing yourself on the 5 functions of management.

**Activation:** Identify your weakest function; make a 30-day plan to strengthen it.

## 2

### MANAGER, MANAGE THYSELF

**Objectives:** Maximise your calendar and use Deep Work to prioritise and crush distractions.

**Activation:** Customise and implement a priority-driven week for 30 days.

## 3

### DELEGATE LIKE A BOSS

**Objectives:** Foster on-time, quality results by effectively clarifying outcomes and priorities with the team.

**Activation:** delegate a specific task to a team member using the tools shared.

## 4

### HOLD ME...ACCOUNTABLE

**Objectives:** Assess performance of the 4 of accountability; Create recovery plans for team members to submit off-track deliverables.

**Activation:** Develop and pilot a routine status-update system.

## 5

### PERFORMANCE MANAGEMENT

**Objectives:** Embrace difficult conversations and give neutral, actionable, feedback that improves performance.

**Activation:** Give +/- feedback to all team members in the next 14 days.

## 6

### MANAGING DIFFERENT PERSONALITIES

**Objectives:** Raise EQ: learn to adapt your management style to engage diverse communication and work styles.

**Activation:** Tailor how you communicate, motivate and follow-up with each staff member

# WHAT ARE YOU WAITING FOR?



Learn more about an open enrollment cohort or to organise in-house sessions for your managers.



yuna@trainingleadersconsortium.org | +260 97 8320236  
tafadzwa@trainingleadersconsortium.org | +260 97 8209408

“

“My biggest take-away from the program is leading people where they are and not from where I am. I was surprised at how well rounded the course was. It focused on both manager and team member, it showed me that discipline, accountability as well as empathy are integral to leading. I loved how interactive the sessions were and how easy it was to catch up with modules and concepts even if I missed a session.”

- Chiteu

”

“

“The Equipped Manager Program is insightful, enlightening and encouraging. It skills one up and by breaking the various management functions down, it doesn't seem so scary after all. One surprise of the program is that I need to become more self-aware... to self-lead in order to lead others. I loved everything about learning with TLC. The interaction was great and TLC is so passionate about what they do!”

- Bronwyn

”

“

“When I am able to plan better, it makes it easy for me to allocate work to various team members. Secondly, when I am able to design a framework to enable me to monitor and control outcomes for work allocated, it makes me better equipped to manage my work.”

- TEM Program Participant

”

“

“Weekly feedback and progress reporting will help us stay on track on the numerous projects we work on in Marketing. We are also able to make recovery plans for when things are not going accordingly.”

- TEM Program Participant

”