



Foundational Management Skills for New Leaders

6 – 10 September 2027
Kigali (Rwanda)



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Introduction

This course provides a comprehensive foundation in essential management principles designed specifically for emerging leaders stepping into supervisory and team leadership roles. It focuses on building a practical understanding of leadership fundamentals, decision-making processes, and effective team coordination within modern organizations. Participants will explore how to transition from individual contributor to confident leader with clarity and structure. The program emphasizes core management capabilities, including communication, delegation, and performance oversight. It also strengthens the ability to handle workplace challenges, motivate teams, and improve operational efficiency. Learners will improve the essential management mindset required for sustainable leadership success.

Targeted Groups

This Foundational Management Skills for New Leaders training targets professionals seeking knowledge and skills:

- Newly promoted team leaders transitioning into management roles.
- Supervisors aim to strengthen leadership and coordination abilities.
- Junior managers seeking structured management fundamentals.
- Department coordinators are responsible for the performance of small teams.
- Aspiring leaders preparing for first-time managerial positions.
- Professionals moving from technical roles into leadership responsibilities.

Course Objectives

Participants will achieve the following objectives by completing the Foundational Management Skills for New Leaders course:

- Understand core principles of effective leadership and modern management practices in organizational environments.
- Develop essential skills in team supervision, task delegation, and performance monitoring for improved productivity.
- Build confidence in decision-making processes using structured analytical and situational evaluation approaches.
- Strengthen communication skills to ensure clarity, motivation, and alignment within diverse teams.
- Apply foundational conflict management techniques to resolve workplace challenges professionally and efficiently.
- Enhance ability to plan, organize, and prioritize tasks to achieve operational and strategic objectives effectively.

Targeted Competencies

Participants will gain the following competencies during the Foundational Management Skills for New Leaders program:

- Ability to lead small teams with clarity, structure, and goal-oriented direction.
- Competence in applying basic management principles to daily supervisory tasks.
- Skills in effective communication that enhance team engagement and productivity.
- The capability to analyze workplace situations and make informed leadership decisions.
- Proficiency in organizing workflows, delegating responsibilities, and tracking performance outcomes.

Studying Scenarios

In this Foundational Management Skills for New Leaders training, participants develop skills through the following scenarios:

- Managing a newly formed team requiring clear structure, guidance, and role allocation.
- Handling performance issues with a team member using constructive feedback approaches.
- Coordinating urgent project tasks under time constraints and limited resources.
- Resolving conflicts between employees while maintaining team harmony and productivity.

Course Content

Unit 1: Introduction to Foundational Management and Leadership Principles

- Understanding the meaning of foundational management skills for new leaders in modern organizations.
- Exploring differences between leadership roles and individual contributor responsibilities.
- Identifying core responsibilities of first-time managers in structured work environments.
- Learning basic leadership styles and their impact on team performance and morale.
- Recognizing essential traits required for effective supervisory and managerial success.
- Building awareness of leadership transition challenges and adaptation strategies.

Unit 2: Communication Skills for Effective Team Leadership

- Developing clear and structured communication techniques for workplace leadership.
- Understanding the importance of active listening in managing team dynamics effectively.
- Applying feedback delivery methods that support employee growth and performance improvement.
- Enhancing verbal and written communication for professional managerial interactions.
- Learning how to communicate expectations clearly to avoid misunderstanding and errors.
- Strengthening interpersonal communication to build trust and engagement within teams.

Unit 3: Team Management and Performance Supervision

- Understanding principles of team management for new leaders in organizational settings.
- Learning how to assign tasks effectively based on employee strengths and capabilities.
- Developing performance monitoring techniques to track progress and productivity levels.
- Identifying methods for motivating teams to achieve consistent performance results.
- Applying basic coaching approaches to support employee development and improvement.
- Managing workload distribution to ensure balance and operational efficiency.

Unit 4: Decision-Making and Problem-Solving in Leadership

- Understanding structured decision-making processes in managerial roles.
- Identifying common workplace problems and evaluating possible solution strategies.
- Applying analytical thinking to assess risks and opportunities in leadership decisions.
- Learning how to prioritize decisions based on urgency and organizational impact.
- Developing confidence in making timely and effective managerial judgments.
- Strengthening problem-solving skills to handle operational and team-related challenges.

Unit 5: Workplace Management, Conflict Resolution, and Leadership Growth

- Understanding workplace management fundamentals for first-time leaders.
- Learning techniques for managing interpersonal conflict within teams effectively.
- Applying conflict resolution strategies that maintain productivity and workplace harmony.
- Developing time management skills to improve efficiency in leadership responsibilities.
- Building emotional intelligence to handle pressure and maintain professional behavior.
- Preparing for continuous leadership development and long-term managerial growth.

Final Insights & Key Takeaways

Effective leadership begins with mastering foundational management skills that guide team performance and organizational success. Strong communication, decision-making, and team coordination form the core of sustainable leadership growth for new managers.