



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) | SKILLS YOU NEED SKILLS NECESSARY FOR NEW MANAGERS

Support your personal growth as an emerging leader

COURSE DETAILS

Management must be effective for the success of any business. Unfortunately, it is all too easy to overlook the training and development of new managers. As a first time manager and employee, you need to develop certain task and people-oriented skills that allows you function effectively and built a meaningful relationship with the people you will be leading. There is a discrete line between executing assigned tasks and managing or leading others. This training aims to introduce new supervisors or managers to the expectations of such an assignment. Participants will have the opportunity to get familiar with the basic skills needed to easily adapt to their new tasks. The end-purpose of the seminar is to teach emerging managers the importance of acquiring appropriate skills for the role they are assigned.

TOPICS TO BE COVERED

- Understanding the Business
- Management vs Leadership
- Being a Role Model
- Professional appearance and manners
- Communicating effectively
- Motivation factors
- The importance of Empathy
- Managing Emotions
- Listening Skills
- Action Plan

WHO SHOULD ATTEND?

This program is ideal for new managers, supervisors who are looking to rapidly increase their management skills and strategic perspective, taking on additional responsibility, and seeking to be effective in their organization. The program is also appropriate for individuals who are seeking an understanding of high-level business concepts in an intensive format.

INSTRUCTOR

ANDRIE PENTA (BA (Hons), MSC, CIM, AICI)
Experienced Marketer | Corporate Trainer

Andrie studied Marketing and Business Management in London where she also acquired the Advanced Certificate from the Chartered Institute of Marketing London. She was in charge of marketing and communications at EY Cyprus. At the same time, she graduated with Distinction from London and was awarded a Master's degree in Strategic Marketing. In 2008, she founded Penta Marketing Art, which provided marketing and public relations solutions for private and public companies. In 2010, she founded the Cyprus Image Institute after obtaining the title of Certified Image Maker (with attendance in London) and joined as an associate member of the Association of Image Consultants International. At 27, Andrie was the youngest nominated Ambassador for Female Entrepreneurship for Europe, serving since then as a business advisor and mentor. In 2013, Andrie was designated as the Goodwill Ambassador of the Hope in Life Foundation and a Cypriot Woman of the Year (2013) finalist. She enjoys regular and extensive publicity in local print, online and television programs, and have been interviewed for various publications in the US, Denmark, Holland and Greece. She was a Senior Manager at the Markets department of KPMG in Cyprus and she currently holds the role of the Organizational Leader of the Ronald McDonald House Charities of Cyprus.

Andrie is a Certified trainer by the Human Resource Development Authority of Cyprus and has over 15 years of hands-on marketing, branding, PR and communications experience. She served well-known international and local brands and she is often invited to give public speeches and share good practice.

FOR REGISTRATIONS

NICOSIA [TEL: 22713230] / LIMASSOL [TEL: 25867500] - Email: profstud@cycollege.ac.cy

DATES & VENUE

**NICOSIA
CYPRUS COLLEGE**

29/06- 30/06

Monday & Tuesday
09:00-17:00

€300 + VAT

HRDA Subsidization:
€238

**METHODS OF DELIVERY:
FACE-TO-FACE**

Please note that as the situation caused by the coronavirus, keeps evolving in a dizzying speed, if by the time of commencing date is not safe to resume face-to-face tuition the course will be run as **ONLINE TUITION LIVE (OTL)**

14 CPD UNITS