



NEW TO MANAGEMENT

Build a strong foundation for leadership

YOU WILL LEARN:

- **Understand your role** – know the key differences between being a manager and an employee
 - **Turn goals into action** – translate business goals into clear tasks and priorities
- **Understand different behaviours** – recognize individual needs and adapt your approach
- **Adapt your leadership** – support both wellbeing and productivity
 - **Communicate effectively** – motivate your team and improve efficiency

The purpose of the training is to help you make a smooth and effective transition from employee to manager.



Get to know yourself and your employees

- ✓ Step confidently into your manager role
- ✓ Adapt your leadership to different people
- ✓ Identify strengths and development areas
- ✓ Lead effective and engaging meetings
- ✓ Turn business goals into clear objectives
- ✓ Give feedback and handle conversations
- ✓ Build trust and psychological safety
- ✓ Create a personal leadership action plan



WHAT PARTICIPANTS SAY ABOUT OUR TRAINER:

What distinguishes Dominique is her positive energy, great commitment and high level of professionalism.”

Magnus Nilsson, Nordic Communication Director, Canon Consumer Imaging



The trainer Dominique Prewitt

Dominique is a trainer, communications specialist and leadership development professional. With more than 20 years of experience in senior roles within communication, business development and organisational development, she helps leaders, specialists and teams make an impact when it matters most.

As a trainer, Dominique is highly appreciated for her ability to make complex knowledge clear, relevant and immediately applicable. Participants leave not only with new perspectives, but also with the motivation, tools and confidence to put them into practice in their daily work.

New to management

Training designed for you who are new to your role as a manager.

You get both a theoretical structure and a practical guidance.

You will learn this - 2 days

Day 1

- The different roles to master as a manager
- Inventory of your personal strengths, areas for development and leaderships goals
- The strategic framework you need clarity around to succeed in your role as manager
- How to break down business goals to tactical objectives and how to track your progress
- How to create an emotional secure work environment, a prerequisite for high performing team

Day 2

- Identify your employees' different behaviours and communication styles and understand how to respond to them
- How to create and run effective and engaging team meetings
- Your situational leadership to achieve results.
- Your communication tool box for performance appraisal, efficient feedback and other executive conversations
- Reflection and development of your action plan for your accelerating leadership

NEW TO MANAGEMENT

Build the skills and confidence to lead successfully



Step confidently into your manager role



Turn goals into clear objectives



Build trust and high-performing teams



Lead effective meetings and key conversations



NEW TO MANAGEMENT - 2 DAYS

Practical information

Content at a glance

- Step confidently into your manager role
- Identify strengths & development areas
- Turn business goals into clear objectives
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For current course dates,
please see our website:
[New to management](https://www.hjartum.se/new-to-management)

COURSE FEE

11 980 SEK excl VAT. Incl lunch,
refreshments & documentation.

BOOKING

Website: [hjartum.se](https://www.hjartum.se)
E-mail: info@hjartum.se
QR-code:



VENUE AND HOTEL

The course will be held at a central location in Stockholm. The exact venue will be confirmed approximately two weeks before the course starts.

Your course confirmation will include recommendations for nearby hotels as well as available discount codes.

BOOKING TERMS

- Cancellation more than 2 weeks before the course starts: 0% of the course fee will be charged.
- Cancellation 2–0 weeks before the course starts: 100% of the course fee will be charged.
- For full booking terms and conditions, please visit our website.