LUMSx

Essential Skills for First-time Managers

LIVE ONLINE

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LUMSx is the center for online learning and professional development at LUMS. We extend LUMS' excellence in teaching and research beyond its borders by leveraging technology and innovative pedagogy. Our courses aim to bridge critical knowledge & skill gaps for Pakistani learners and to meet their diverse learning needs, we offer **Self-Paced Courses**, **Hybrid (Online-Cohort) Courses**, **Synchronous (Live-Online) Courses**, and **Free Open Online Courses** (OpenCourseWare). We intend to harness technology for enhancing access, improving educational quality, and amplifying education's impact.

Course Format: Live Online

Language: English

Duration: 6 Weeks

Note: For more details about the dates and pricing, please visit our website

🌐 VISIT COURSE PAGE

ABOUT THIS COURSE

The Essential Skills for First-time Managers course covers essential aspects of management. It is highly practical and loaded with best practices you can employ at work to stand out as an able manager. Fast track your career to leadership roles. You will enjoy multiple methodologies of learning from the instructor and your peers. You will see a change in how you operate at work and how your peers see you differently in terms of your managerial skills.

What Will You Learn:

By the end of this course, you will be able to demonstrate the following learning outcomes:

- Self-assess and understand your values, define your personal brand, and reverse limiting core beliefs.
- Prioritize your personal well-being and recognize that you are the most critical resource in your leadership journey.
- Use communication skills to claim your legitimate power, exercise authority, understand and explain clearly, and persuade your people.
- Employ productivity methods and tools to enhance your output.
- Manage subordinate performance while being an empathetic, fair, and merit-oriented manager.
- Deal with office power plays and politics, and use good politics to protect and nurture your team.

MEET YOUR INSTRUCTOR

Course Instructor

ATIF RAHIM KHAN

*Adjunct Faculty,
Suleman Dawood School of Business,
LUMS*

Atif Rahim Khan, SPHR, is a seasoned professional serving as Adjunct Faculty at the Lahore University of Management Sciences (LUMS) and concurrently holding the position of Senior Leadership, HR Consultant, and Facilitator at Avail. He earned his MBA in International Management from the prestigious Thunderbird School of Global Management, where he also founded the Adrenaline Club. With over two decades of experience in senior consulting, capacity building, coaching, and leadership development, Atif has worked with renowned institutions such as Stanford University, SHRM USA, ATD USA, Abu Dhabi University, the Commonwealth of Learning, and LUMS. He has taught and trained professionals—from junior staff to C-level executives—across Africa, Europe, and Asia. His approach to learning is highly practical, needs-based, and experiential.

COURSE OUTLINE

Module	Key Topics
Module 1: Building Self-Awareness and Personal Growth	**Session 01 - Increasing Self-Awareness as a New Manager:** • Clarify your values, goals, and biases • Identify core beliefs and patterns of relationship • Recognize any emotional baggage **Session 02 - Taking personal care of your well-being, learning and growth:** • How to balance your life's goals and allocation of resources towards them • Creating a personal development plan for your constant learning • Watching out for your mental and physical health • Mental health awareness and first aid resources • Coping with failure • Growing healthy personal and professional relationships
Module 2: Mastering Managerial Communication	**Session 03 - Communicating with charisma, tact and diplomacy:** • How to speak without offence • Means and methods for being tactful in tricky situations • The art of diplomacy • How to avoid verbal and emotional abuse • Are you a conversational terrorist? **Session 04 - Manager as coach:** • The power of coaching relationships for subordinate development • Using coaching conversations to center responsibility and give authority • GROW model of coaching • Coaching for performance improvement and career building

COURSE OUTLINE

Module	Key Topics
Module 3: Work and Results	**Session 05 - Managing Personal and Team Productivity:** • Productivity tools and methods for enhancing individual results • Process flow mapping for enhancing team productivity • IT and AI tools for productivity enhancement **Session 06 - Managing Meetings:** • Is a meeting really needed? How not to micromanage through meetings • Formal and informal meeting roles • Goal and agenda setting for meetings • Preventing meeting derailment • What comes before and after a meeting **Session 07 - Problem Solving and Decision Making:** • Ten tools for problem solving and decision making that are workplace ready **Session 08 - Performance Management:** • How to get work done through others • Assessing your subordinate's performance without biases • Having performance related conversations • Preventing reverse delegation • Balancing concern for people with concern for results
Module 4: Managing Relationships	**Session 09 - Managing emotions of your team:** • How to conduct emotional audits with your team members • How to deal with anger, mistrust, boredom, frustration, loneliness, jealousy and other emotions in your team **Session 10 - Stakeholder Management:** • Identifying internal and external stakeholders • Mapping stakeholder needs and goals • Defining stakeholder communication and decision-making styles • Developing stakeholder registers

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Module	Key Topics
	Session 11 - Managing relationships with your subordinates: • How to engage in deep conversations with subordinates on ten core relationship themes that define a healthy professional relationship • How to increase subordinate motivation and engagement **Session 12 - How to deal with office power and politics:** • Learn the art of good politics • Improve your visibility at work • Develop and safeguard your and your team's brand

Assessments/Graded Components

Each participant will be required to submit **three LinkedIn posts** about specific learning from the program.

Activities for Engagement

Given the online format, participant engagement will be ensured through the following methodology:

1. Self Assessments
2. Peer Assessments
3. Team Discussions
4. Case Studies
5. Action Planning

Keeping videos on will be essential for participation and for receiving the course certificate.

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ENROLL NOW

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