

Managing people for the first time



MANAGING PEOPLE FOR THE FIRST TIME, BASIC TRAINING FOR NEW MANAGERS

CONTENT

Brief Program Description

This program is designed for individuals that will manage people for the first time. According to recent studies, six out of ten new managers are ineffective (or even fail) during the first two years of their performance. 58% of them have received no training and report lack of training as the main cause of failure. This program is intended to develop basic skills required, by any individual who undertakes the management of people especially for the first time, such as team development, tasks delegation, feedback, performance evaluation, management/leadership style etc. It is a program mainly based on asynchronous (video lectures, exercises, practical examples, talks by invited business executives, videos, self-evaluation exercises) educational methods.

Mode of educational method

The program uses the eLearning educational method: learning takes place purely asynchronously (on days and hours that serve the trainee, without mandatory attendance at a specific time or day), exclusively remotely (using a special educational platform via the Internet and the PC of the trainee), making use of digital educational tools such as watching video lectures, solving interactive self-assessment exercises and other e-learning tools that ensure effective and flexible individual self-learning. The program's training material is made available at specific time periods, based on the training path followed, and then remains available on the training platform without restrictions throughout the duration of the program.

Managing people for the first time

Learning outcomes

Upon completion of the program, participants will be able to:

- Understand the characteristics of the successful manager
- Understand the obstacles a manager may face at an individual and organizational level
- Understand and apply the basic principles of managing people and teams
- Realize the strengths and the areas of improvement based on personal self-assessment
- Explain the practical applications of human resource management
- Adopt good practices of managing people

Topics and Subject Areas

1. Management and Leadership/Introduction, Examples of successful managers. Transition from the individual role of an employee to the management role, challenges, and effective solutions.
2. Obstacles and solutions to an effective human resource management A) Individual differences, self-assessment exercises/Management Style, Personality, Strengths, and B) Organizational factors, organizational culture, resources, training
3. Team building, team effectiveness/managing problematic behavior in a team / team roles, assigning tasks
4. Performance evaluation, feedback, and effective communication
5. Motivation and positive guidance, fairness, and leadership by example
6. Development of emotional intelligence skills, stereotypes and prejudices, resilience

Educational material

- PowerPoint presentations
- Exercises
- Video and one online meeting with professors (first section of subject areas)

The significance of the program

When an employee makes a job transition to a new management role and from being responsible for his/her individual performance to taking on managing people or teams, individuals need to rely on basic management knowledge and skills. This is the goal and the value of the program. This program will contribute to the better adaptation and undertaking of job tasks that has the challenge of managing people.

Evaluation methods and final grade

Managing people for the first time

Participants will be evaluated by completing multiple choice questions at the end of each topic section. Successful completion of the program and award of a training certificate requires a final grade of at least 50%.

INFORMATION

Language: Greek

Application deadline: 14/10/2022

Program start: 20/10/2022

Program completion: 31/12/2022

Scientific area: Management & Strategy

Mode of educational method: eLearning

Total hours of Training: 50

The total hours of training include the indicative hours of using the distance learning platform (for programs that make use of the distance learning platform) as well as the hours of synchronous (in a real teaching room or via live streaming) training (for the programs that include synchronous training). The total training hours do not include any hours of individual study without the use of the e-learning platform.

Weeks of training: 7

Education and Training Certificate

Trainees who successfully complete the program are granted a Certificate of Vocational Education and Training from the Center for Education and Lifelong Learning of the Athens University of Economics and Business, which is accompanied by a Supplement to the Certificate, that contains details about the program, the subject topics attended by the trainee, as well as the training methodology followed.

Support

Secretariat of eLearning programs, secretary@elearning.aueb.gr, 210 8203753

Educational and technical support of eLearning programs,
support@elearning.aueb.gr, 210 8203754

AUDIENCE

Target Audience

The program is addressed, as its title, to those who are responsible to managing people for the first time and to those who wish to 'refresh' their knowledge and skills because they are going to take on new and challenging roles.

Prerequisite Knowledge

Managing people for the first time

- High school diploma.
- Knowledge of English, B2 level as a minimum.

**Documents requested for the submission of the application
(information)**

- CV (optional)
- Copy of supporting documents for granting discount (optional)
- Proof of personal information (required)

INSTRUCTORS

Scientific director

Prof. Nikolaou Ioannis

Trainers

Prof. Vakola Maria

Ms Tsoni Evdokia (Phd. Candidate)

Prof. Nikolaou Ioannis

Means and frequency of communication with instructors

Communication between trainers and trainees is purely asynchronous, via e-mails and/or personal messages through the training platform. An online meeting with the instructors is also planned for the first week of the programme.

COST

ELEARNING: €360

LAEK subsidation

Based on the relevant legislation, the program does not fall under LAEK subsidation.

Description of installments

The total amount of tuition fees is €360 and is paid in two installments. The first installment of €150, is paid in advance before the start of the course, to ensure participation, and the second, of €210, is paid before the program is completed by half. In case of a discount, the above amounts are reduced proportionally. In case of a 20% discount, the above amounts are €288 (total amount), €150 (first installment – advanced payment) and €138 (second installment).

Trainees are informed of exact deadlines and installment amounts upon acceptance into the program via email.

Managing people for the first time

Discount Policy (Documents)

Unemployed: 20%

University/TEI students: 20%

Group registration (max. 4 people from the same company/organization): 20%

Three children/many children: 20%

Pensioners with family income below the poverty level: 20%

People with disabilities or chronic serious conditions: 20%

European Youth Card holders: 10%