

€ TRAINING

Seminar: Management Skills and Techniques
for Engineers





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Introduction:

This course offers engineers and technical staff who are making the transition to managerial and supervisory positions an excellent opportunity to understand the differences in mindset between technical and functional thinking. Such transitions are not always successful and many engineers end up leaving their posts or the company altogether because they cannot cope with the new job requirements. This course gives engineers and technical teams the opportunity to make a successful transition from their technical comfort zone to an area that is quite different on many fronts.

Course Objectives:

At the end of this course the participants will be able to:

- Develop insight into the functions of management
- Apply project planning skills from a business perspective
- Identify and use the right performance Indicators KPIs to manage business performance
- Communicate and work with others to achieve the desired goals
- Acquire team-building techniques to enhance business performance
- Employ unbiased problem solving and decision-making practices

Targeted Audience:

Technical managers, supervisors, and engineers who need to develop their managerial skills.

Course Outlines:

Unit 1: The Journey From Technical to Managerial:

- Engineers versus management
- Typical issues faced by engineers when they become managers
- The fundamental shift in roles
- Managing the transition
- Understanding the different functions of management
- Productivity - A management perspective
- Essential skills for engineers
 - Technical
 - Managerial
 - Leadership
- Management mistakes engineers need to avoid

Unit 2: Managing Performance:

- Engineers and business performance management
- Setting performance expectations
- Working with key performance indicators KPIs
- Developing 'SMART' business objectives

- Business targets and performance standards
- Management and motivation

Unit 3: Problem Analysis and Decision Making:

- Engineers as business decision-makers
- Kepner Tregoe approach to problem-solving
- Situation appraisal
- Problem analysis
- Decision analysis
- Potential problem analysis