

HOW TO MANAGE YOUR MANAGER

“Build Strong Relationships, Align Expectations, and Achieve Success with Your Manager.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Effective professional relationships with managers are essential for career growth, productivity, and job satisfaction. The How to Manage Your Manager course provides participants with the tools, strategies, and insights to understand their manager’s priorities, communication style, and expectations.

This training focuses on building a proactive, collaborative, and trust-based relationship that ensures mutual understanding and effective performance. Through interactive exercises, case studies, and role-playing scenarios, participants will learn to anticipate managerial needs, communicate effectively, and navigate workplace challenges constructively.

Objectives

By the end of this course, participants will be able to:

- Understand their manager’s goals, priorities, and communication preferences.
- Align their work and approach with managerial expectations.
- Communicate effectively and proactively with managers.
- Manage upward feedback and handle challenging conversations.
- Build trust, credibility, and professional rapport with leadership.
- Navigate conflicts and workplace challenges constructively.
- Enhance personal accountability and professional influence.
- Apply strategies to maximize team and individual performance through better manager relationships.

Why Attend

Successful professionals know that managing upward is as important as managing their own tasks. This course equips participants with practical skills to strengthen manager relationships, clarify expectations, and enhance career growth. Participants will gain actionable techniques to improve communication, influence, and collaboration with leadership.

Target Audience

This course is suitable for:

- Individual Contributors and Team Members
- Supervisors and Coordinators
- Managers seeking better alignment with senior leadership
- Professionals in client-facing or collaborative roles
- Employees aiming to improve workplace relationships and career growth

Individual Benefits

- Gain insight into your manager's priorities and working style.
- Develop skills to communicate effectively and assertively.
- Learn strategies for influencing and building trust with your manager.
- Enhance problem-solving and proactive decision-making.
- Improve job satisfaction and performance alignment with leadership goals.
- Build professional credibility and stronger workplace relationships.
- Increase confidence in handling difficult or sensitive situations with managers.

Organizational Benefits

- Improve alignment between employees and management goals.
- Increase productivity and efficiency through clearer communication.
- Reduce workplace conflicts and misunderstandings.
- Strengthen teamwork and collaboration across levels.
- Enhance employee engagement, motivation, and retention.
- Foster a culture of trust, accountability, and mutual respect.
- Support organizational performance through improved manager-employee relationships.

Instructional Methodology

The training uses an interactive and practical approach through:

- Role-playing exercises for real-life workplace scenarios
- Case studies illustrating common manager-employee challenges
- Group discussions and collaborative problem-solving activities
- Self-assessment and reflection exercises
- Facilitator-led techniques for proactive communication and influence
- Continuous feedback and Q&A sessions for skill reinforcement

Course Outline

- Module 1: Understanding Your Manager’s Goals and Priorities
- Module 2: Recognizing Managerial Styles and Preferences
- Module 3: Aligning Work with Manager Expectations
- Module 4: Effective Upward Communication Techniques
- Module 5: Providing Feedback and Handling Difficult Conversations
- Module 6: Building Trust, Credibility, and Influence
- Module 7: Problem-Solving and Proactive Decision-Making
- Module 8: Navigating Conflicts and Challenging Situations
- Module 9: Enhancing Team and Individual Performance
- Module 10: Capstone Activity – Developing a Personal Manager-Management Action Plan

Certification

Upon successful completion, participants will receive a Certificate in How to Manage Your Manager, recognizing their ability to build productive, trust-based relationships with leadership and drive personal and organizational success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

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