

SEHG IN-PERSON WORKSHOP SERIES

# Developing New Managers

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Developing New Managers workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

## WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-SV-2224 · IN-PERSON WORKSHOP KIT

[synergyeducationholdings.com](https://synergyeducationholdings.com)

# Developing New Managers

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

## About This Workshop

Management must be effective for the success of any business. Unfortunately, it is all too easy to overlook the training and development of new managers. When you provide your managers and employees with the skills and tools they need, you will greatly boost morale and strengthen your organization.

With our Developing New Managers workshop, your participants will understand the value of investing in employees and developing management. By focusing on development opportunities, your participants will establish a culture that retains top talent and improves succession planning.

## Workshop Objectives

- Discuss strategies for developing new managers
- Understand the importance of defining a clear management track
- Determine core roles and competencies for managers
- Understand the importance of continuous development for managers
- Apply the principles of manager development to your own organization

## Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Developing New Managers course for pre-work and reinforcement

# Preparing & Delivering the Workshop

SYNERGY EDUCATION HOLDINGS GROUP · IN-PERSON WORKSHOP SERIES

## Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

## Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

## Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

### Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

SYNERGY EDUCATION HOLDINGS GROUP

# Certificate of Completion

This certificate is proudly presented to

---

for successfully completing the SEHG in-person workshop

## Developing New Managers

Awarded this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

---

Facilitator Name & Title



---

Synergy Education Holdings Group