



Leadership & Management

First-Time Managers Program

برنامج المديرين الجدد

Duration

5 or 10 days

Language

English or Arabic

Formats

Classroom, online, in-house

Hours

35 / 70

Overview

First-Time Managers Program is part of the Leadership & Management track at Garnet Global Training Center. Programs for managers who need to set direction, decide well and bring people with them. The course is taught in English or Arabic as a 5-day or 10-day program, in classrooms in cities such as Dubai, Riyadh, Cairo, London and Istanbul, or live online, and it can be delivered in-house with examples and exercises built around your own operations.

What you will be able to do

- Explain the principles, terminology and standards that govern First-Time Managers Program.
- Apply proven methods and tools to real situations from your own workplace.
- Analyse performance gaps, risks and root causes, and choose the right response.
- Measure results with practical indicators and report them clearly to management.
- Leave with a personal action plan you can start using the following week.

Who should attend

Executives, senior managers, team leaders and high-potential employees.

Key topics

- Strategic thinking and direction setting
- Leading teams and performance
- Communication and influence
- Decision quality under uncertainty
- Managing change and resistance
- Personal leadership action plan

Formats and fees

5-day classroom	USD 4,750
5-day online	USD 2,950
10-day classroom	USD 8,950
10-day online	USD 5,450
In-house	Quotation per group

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: www.garnettrainings.com

Sharjah Publishing City Free Zone,
Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Foundations of First-Time Managers Program

- Scope, terminology and governing standards
- Strategic thinking and direction setting

Day 2 Methods and tools

- Leading teams and performance
- Communication and influence

Day 3 Application and case studies

- Decision quality under uncertainty
- Personal leadership action plan

Day 4 Performance, risk and compliance

- Managing change and resistance
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

10-day outline

Day 1 Foundations of First-Time Managers Program

- Scope, terminology and governing standards
- Strategic thinking and direction setting

Day 2 Methods and tools

- Leading teams and performance
- Communication and influence

Day 3 Application and case studies

- Decision quality under uncertainty
- Personal leadership action plan

Day 4 Performance, risk and compliance

- Managing change and resistance
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- International case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
3–7 May 2027	5-day classroom	Paris	English	4,750
7–11 Jun 2027	5-day online	Live online	English	2,950
2–6 Aug 2027	5-day classroom	Kuala Lumpur	English	4,750
11–22 Oct 2027	10-day online	Live online	English	5,450
14–25 Nov 2027	10-day classroom	Riyadh	English	8,950
13–24 Mar 2028	10-day classroom	Dubai	English	8,950
10–21 Apr 2028	10-day online	Live online	English	5,450
5–9 Jun 2028	5-day online	Live online	Arabic	2,950
20–24 Aug 2028	5-day classroom	Doha	Arabic	4,750
11–15 Dec 2028	5-day classroom	Barcelona	English	4,750

Dates	Format	City	Language	Fee (USD)
15–26 Jan 2029	10-day online	Live online	Arabic	5,450
8–12 Apr 2029	5-day classroom	Manama	English	4,750
20–24 Aug 2029	5-day classroom	Barcelona	English	4,750
3–7 Sep 2029	5-day online	Live online	English	2,950
19–30 Nov 2029	10-day classroom	Kuala Lumpur	English	8,950
4–8 Feb 2030	5-day online	Live online	English	2,950
10–14 Jun 2030	5-day classroom	London	English	4,750
5–16 Aug 2030	10-day classroom	Istanbul	English	8,950
14–25 Oct 2030	10-day online	Live online	Arabic	5,450
18–22 Nov 2030	5-day classroom	Abu Dhabi	Arabic	4,750

Customised and in-house versions of this course are available on request. www.garnettrainings.com/en/customise/