



UNIVERSITY OF  
KWAZULU-NATAL  
INYUVESI  
YAKWAZULU-NATALI

**Graduate School of Business**

## Short Course

# New Managers Programme

**This five day course is aimed at trainee managers, supervisors and persons earmarked for promotion to management positions in industry or government.**

Many new managers lack the necessary management skills to strike a balance between managing money, machines and manpower. Very often they possess the mechanical skills of the job but lack the skills to manage people effectively. Participants will be taught basic management principles. This programme will also provide new managers with the 'soft' skills needed to be effective managers of people.

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

- Explain the role of managers in organizations
- Communicate effectively
- Take rational decisions
- Manage conflict
- Lead a team of people
- Manage their time more effectively

**Course Dates for 2011:**

10-14 October

**Cost: R9 690.00 pp**

Includes: VAT, lunch, teas & course notes

**To book contact:**

Mrs Kiru Naidoo 031 260 75649 or [naidook87@ukzn.ac.za](mailto:naidook87@ukzn.ac.za)



**PROF ANESH MANIRAJ SINGH**

Anesh is the Head of School, Graduate School of Business, UKZN since April 2006. He has had extensive management experience which includes being a Director of his own IT company. Anesh's main fields of research are E-Business and the impact of the internet and technology on society. He has published a number of academic articles in South African and international journals and has presented papers at numerous conferences. He serves as a reviewer for numerous conferences, journals and academic encyclopedias. Anesh has also served on numerous conference programme committees.