

COURSE  
OUTLINE



KCT ACADEMY

# Invincible Manager

2 DAY



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kctathailand.com  
Knowledge That Moves You



## Program Overview

Managerial work differs significantly from operational work. Employees who are preparing to step into managerial roles must develop a comprehensive understanding of what effective management truly requires.

Modern managers are expected to operate across multiple dimensions. They need to understand organizational vision, develop entrepreneurial thinking, demonstrate leadership, communicate effectively, delegate and follow up appropriately, manage subordinates with confidence, position themselves professionally, think analytically, initiate improvements, and continuously enhance work performance.

These expectations create a major challenge for operational professionals who are transitioning into the new generation of management.

The Invincible Manager Program by KCT Academy has been carefully designed to equip high-potential managers with the essential capabilities required for success.

The program develops participants in both dimensions of managerial excellence: As a Manager, participants learn how to ensure smooth operations across work systems and people, support team success, and establish strong working standards.

As a Leader, participants strengthen leadership presence, inspire others, and build the ability to drive meaningful organizational change.

Within two intensive days, the program emphasizes practical learning through activities and workshops designed for modern learners, enabling participants to build the right managerial mindset and perform their roles with both efficiency and effectiveness.

## Act like an invisible manager and act like a visible leader

Effective management today requires more than operational control. It demands the ability to create stability behind the scenes while demonstrating clear leadership when direction and confidence are needed.

### Manager Role

1. Establish organizational systems that are standardized, stable, and sustainable
2. Support, empower, and develop team members toward success
3. Manage the organization in a way that enables every stakeholder group to achieve its business objectives, including:
  - investors
  - employees
  - community
  - society
  - business partners

### Leader Role

1. Act as a **Change Agent** and lead transformation
2. Define the organization's flagship direction
3. Drive the organization forward through **vision and passion**

This program is designed to develop participants in both dimensions simultaneously: management and leadership.

Participants will strengthen their managerial capability to achieve higher performance, respond effectively to today's challenges, and lead future change with confidence.

# Objectives

This program is designed to equip modern managers with practical principles and applied methods that can be directly transferred into real managerial situations.

By the end of the program, participants will strengthen their capability in the following areas:

1. Connecting organizational policy to operational execution (**Strategic Mindsets**)
2. Developing leadership capability and understanding team dynamics (**Leadership Mindset**)
3. Managing teams effectively through delegation and performance evaluation (**Teamwork Management**)
4. Applying motivation techniques and coaching approaches (**Motivation and Coaching**)
5. Improving work processes continuously and systematically (**Process Improvement**)
6. Strengthening analytical and creative thinking for managerial decisions (**Creative Thinking**)
7. Preparing reports and delivering presentations for executive communication (**Reporting & Presentation**)
8. Enhancing communication skills and professional managerial presence (**Personal Characters**)

Each topic is delivered through a balanced learning design:

- 30% conceptual input and structured facilitation
- 70% practical activities, workshop exercises, and applied discussion

This learning approach ensures that participants not only understand the concepts, but also develop the confidence and practical ability to apply them effectively in their managerial role.

Session	Time	Detail ( Course )
<b>Day 1: Decisions That Cannot Move Backward</b>		
1	09:00 – 10:15	<p><b>Connecting Organizational Vision to Managerial Execution</b>                      Participants will explore the full organizational picture and understand how vision is translated into managerial responsibility.                      Key learning areas include:</p> <ul style="list-style-type: none"> <li>• analyzing organizational vision and linking it to policy, strategy, mission, operations, and performance indicators</li> <li>• understanding how managerial responsibility differs from operational roles</li> <li>• recognizing managerial responsibilities at different levels:                             <ul style="list-style-type: none"> <li>◦ first-line management</li> <li>◦ middle management</li> <li>◦ senior management</li> </ul> </li> <li>• leading with both people focus and performance discipline</li> </ul> <p><b>Core Principle:</b>  <b>Act like an invisible manager and act like a visible leader</b></p> <p><b>Workshop Activity #1: New Manager Passport</b>                      A practical exercise designed to help participants understand the organizational vision clearly and define the essential managerial actions required during the first 30 days of leadership responsibility.  <b>New Manager Passport in 30 Days</b></p>
2	10:30 – 11:15	<p><b>Self-Understanding, Adaptation, and New Skills for High-Potential Managers</b>                      Before managing others effectively, managers must first understand themselves.                      Participants will assess and strengthen critical dimensions of managerial readiness:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Core Value</li> <li>• Motivator</li> <li>• Style</li> <li>• Relationship</li> <li>• Stress</li> <li>• Strength</li> <li>• Knowledge Acquisition</li> <li>• Needs and Expectations</li> </ul> <p>Additional focus includes:</p> <ul style="list-style-type: none"> <li>• understanding different leadership styles</li> <li>• identifying the leadership approach most suitable for individual strengths</li> </ul> <p><b>Workshop Activity #2: Team Leading Canvas</b>                      A visual leadership canvas that helps participants understand themselves, assess team potential, and define practical approaches for improving managerial and team effectiveness.</p>

Session	Time	Detail ( Course )
3	13:00 – 14:30	<p><b>The 7 Blind Spots That Limit High-Potential Managers Transforming Blind Spots into Managerial Excellence</b></p> <p>Many managers do not struggle because of lack of effort, but because of hidden blind spots in execution and people leadership.</p> <p>The seven critical areas include:</p> <p><b>1.Team Management</b> Understanding the details of departmental responsibilities, work complexity, and interdependence within team processes</p> <p><b>2.Work Assigning and Allocation</b> Delegating clearly with the right balance of responsibility, workload, and target alignment for each individual</p> <p><b>3.Follow-Up Discipline</b> Applying practical follow-up techniques through regular review, questioning, process measurement, and progress visibility Including development of Critical Senses and elimination of operational gaps inside team execution</p> <p><b>4.Performance Evaluation</b> Using practical frameworks such as:</p> <ul style="list-style-type: none"> <li>• Key Activities</li> <li>• Key Resources</li> <li>• Key Results</li> </ul> <p><b>5.Effective Team Meetings</b> Designing meetings that create clarity, movement, and accountability</p> <p><b>6.Motivation Techniques</b> Understanding different motivation styles and adapting motivation methods individually within the team Including language that builds encouragement and positive energy</p> <p><b>7.Coaching and Mentoring</b> Strengthening team capability through developmental conversation and understanding learning potential in each team member</p>
4	14:45 – 16:00	<p><b>Workshop Activity #3: Eliminating Your 7 Managerial Blind Spots</b></p> <p>Participants identify their own management blind spots and redesign practical techniques to strengthen managerial effectiveness immediately.</p> <p><b>Day 2: When Nothing Seems Wrong, Improvement May Have Already Stopped</b></p>



# Training Program

Session	Time	Detail ( Course )
<b>Day 2: When Nothing Seems Wrong, Improvement May Have Already Stopped</b>		
1	09:00 – 10:15	<p><b>Continuous Improvement Thinking for Managers</b> Strong managers do not wait for visible problems before taking action. They develop the ability to detect hidden inefficiencies and improve work continuously. Key learning areas include:</p> <ul style="list-style-type: none"><li>• practical problem-scanning techniques for improving both people and work</li><li>• workflow analysis for stronger operational clarity</li><li>• proactive and reactive management strategies</li><li>• leadership roles in preparing for future challenges</li><li>• improving from current conditions through:<ul style="list-style-type: none"><li>◦ cost reduction</li><li>◦ speed improvement</li><li>◦ process simplification</li></ul></li><li>• practical problem-solving to reduce recurring issues within departments</li></ul> <p><b>Workshop Activity #4: Continuous Process Improvement</b> Participants apply practical tools to redesign a work process for greater efficiency and better results.</p>
2	10:30 – 11:15	<p><b>Thinking and Creativity Skills for Modern Managers</b> Modern management requires more than decision-making speed. It requires thinking quality. Participants will strengthen multiple thinking dimensions:</p> <ul style="list-style-type: none"><li>• systematic thinking</li><li>• creative thinking</li><li>• multi-perspective thinking</li><li>• critical thinking</li><li>• using data for decision-making (<b>Data Analysis</b>)</li><li>• practical creative thinking exercises for management situations</li></ul> <p><b>Workshop Activity #5: Building Creative Thinkers for the Organization</b> A practical exercise designed to help managers expand thinking flexibility and generate stronger ideas for organizational improvement.</p>

Session	Time	Detail ( Course )
3	13:00 – 14:30	<p><b>Reporting and Presentation for Executive Communication</b></p> <p>Managers must communicate clearly upward, not only execute downward.</p> <p>Key learning areas include:</p> <ul style="list-style-type: none"> <li>• reporting structure and concise summarization</li> <li>• presenting with visuals effectively</li> <li>• presenting with numbers strategically</li> <li>• storytelling techniques for managerial communication</li> <li>• presenting confidently to senior executives</li> </ul> <p><b>Workshop Activity #6: Presentation Structure Design</b></p> <p>Participants build a practical presentation structure for executive-level communication.</p>
4	14:45 – 16:00	<p><b>Communication and Professional Presence</b></p> <p>Managerial credibility is often shaped before formal authority is exercised.</p> <p>Key learning areas include:</p> <ul style="list-style-type: none"> <li>• observing best practices from high-performing managers globally</li> <li>• professional positioning as an organizational representative</li> <li>• communication style and speaking tone</li> <li>• professional presence through:               <ul style="list-style-type: none"> <li>◦ posture</li> <li>◦ voice</li> <li>◦ body language</li> <li>◦ appropriate dress</li> </ul> </li> </ul> <p><b>Workshop Activity #7: Best Practice Manager</b></p> <p>Participants identify and strengthen the visible behaviors that build trust, credibility, and managerial influence.</p>



## Target Participants

This program is designed for participants who are responsible for leading people, managing performance, and strengthening organizational effectiveness, including:

- Executives
- Managers
- Supervisors
- Professionals interested in self-development and leadership growth

Recommended class size: approximately 30 participants

## Program Duration

The program is delivered over **2 full training days:**

**09:00 – 16:00**

The learning structure combines conceptual understanding with practical managerial application throughout the program.

Each session includes:

- principle-based learning
- practical workshop activities
- group exercises
- application of concepts to real managerial situations
- discussion around current operational challenges and performance-related issues, where appropriate

The program applies a structured Adult Learning Approach, designed to ensure participants actively engage in the learning process rather than passively receive information.

### Training methods include:

- **Facilitated Lecture**

Structured delivery of key concepts and practical management frameworks

- **Group Brainstorming Activities**

Encouraging active participation and collective idea generation

- **Case Studies and Practical Examples**

Helping participants connect theory with real managerial situations

- **Interpretive Discussion**

Developing deeper understanding through reflection, dialogue, and perspective exchange

The seminar is designed around participant-centered learning, where learners are encouraged to:

- think critically
- exchange experiences
- express viewpoints
- analyze practical situations
- develop immediate application capability

The objective is not only to understand the content, but to internalize it and apply it effectively in real managerial contexts.

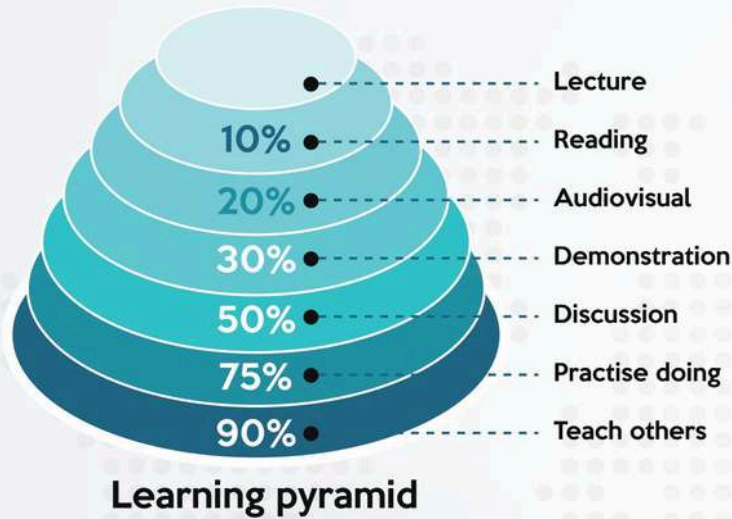
### Learning Experience Design

The program integrates:

- knowledge-based instruction
- workshop practice
- case study and simulation
- presentation exercises

This blended approach allows participants to build understanding through direct experience, resulting in stronger retention, confidence, and practical managerial readiness.

# KCT ACADEMY LEARNING STYLES



- การสัมมนาใช้รูปแบบการเรียนรู้แบบผู้ใหญ่ (Adult Learning) ด้วยวิธีการบรรยายควบคู่กับการปฏิบัติ เน้นการบรรยายแบบให้ผู้เข้าสัมมนาเป็นศูนย์กลางการอบรมการตั้งประเด็นคำถามเพื่อให้ผู้เรียนได้ใช้ความคิด แลกเปลี่ยนประสบการณ์มีส่วนร่วมในการแสดงความคิดเห็นและนำเสนอ เพื่อให้เกิดความเข้าใจเนื้อหาอย่างแท้จริง และสามารถนำไปประยุกต์ใช้ได้ทันที
- เนื้อหาของโปรแกรมมีทั้งการบรรยายให้ความรู้ พร้อม VDO ประกอบการบรรยาย, กิจกรรมกลุ่มการระดมความคิด (Brainstorming) , การฝึกปฏิบัติการ (Work Shop), กรณีศึกษาและสถานการณ์จำลอง (Case Study and Simulation) และ การนำเสนอ (Present) ทำให้การเรียนรู้ เกิดความสนุกสนาน และสามารถเข้าใจด้วยตัวเองอย่างแท้จริง



**KCT ACADEMY**

“Our vision is to deliver quality, innovative HR programs & training courses that inspire people to reach their full potential for success”



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