

€ TRAINING

Management - Master Class





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Introduction:

This training provides an opportunity to stand back from the day-to-day pressures of managerial life and focus on the wider arena. Rather than covering all areas of management, the program focuses on those topics that many Management Professionals find little time to address during their typical busy working day. The aim is for participants to gain a holistic view of their wider organizational and strategic context and give them the tools to formulate meaningful longer-term personal and organizational objectives.

Conference Objectives:

At the end of this conference the participants will be able to:

- Manage upwards as well as with their team
- Motivate and create a culture of responsibility
- Describe the effect of the external and competitive environment on their organization.
- Select appropriate methods for measuring and managing performance.
- Describe their organization's culture and climate and their effects on performance.
- Link human resource management to strategic objectives.
- Consider a range of approaches to the delegation.
- Select appropriate strategies for influencing and motivating others.

Targeted Audience:

- Functional Specialists who wish to prepare themselves for general management roles
- Existing Managers, Supervisors, Team Leaders, Management Staff, wishing to gain a rounded view of best management practices
- Middle-Senior Management Professionals wishing to update themselves on latest practices across a range of management topics

Conference Outlines:

Unit 1: Strategic Orientation:

- Strategic context: the external environment
- The new business reality
- Predictable trends in business
- Competitive forces
- Stakeholder analysis
- Strategic resources and constraints
- Creating a compelling strategic vision
- Creativity and change

Unit 2: Managing Resources and Performance:

- Aligning vision, aims and objectives
- Performance measurement
- From measurement to improvement
- Coaching process to correct poor performance
- Coaching to challenge
- Self-coaching and the power to change
- Coaching and influencing upwards
- Risk and its management

Unit 3: Organisational Behaviour and Human Resources:

- Organizational form
- Culture, climate, values and norms
- Team and group dynamics
- Assigning responsibilities
- Deputize to free up time
- Fundamentals of human resource management
- Appraisal and reward
- Learning and development

Unit 4: Key Management Competencies: Prioritisation, Time Management, and Delegation:

- Balancing the important and the urgent
- Setting personal goals
- Creating time from nothing
- Batching and how it can win back time
- Income-producing activities
- Getting things done through other people
- Delegation and empowerment
- Management case study

Unit 5: Linking Management to Leadership: Influence, Motivation, and Trust:

- Negotiation and persuasion: the pillars of influence
- The secret six in business negotiation
- The nature of motivation
- The trust bank account
- Ethics
- Personal leadership style
- Leadership in action: group exercise
- Balancing work and home life