€TRAINING

Tools for Highly Effective Managers

20 - 31 May 2024
Rome (Italy)

Tools for Highly Effective Managers

REF: M733 DATE: 20 - 31 May 2024 Venue: Rome (Italy) - Fee: 10100 Euro

Introduction:

This training program equips participants with a comprehensive toolkit to enhance their managerial effectiveness. By mastering these tools, participants are empowered to drive productivity, foster team collaboration, and lead with confidence in diverse professional settings.

Program Objectives:

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

- Develop Foundational Management Skills: Understand and cultivate the necessary skills for new managers/supervisors, including strategic thinking and effective decision-making.

- Master Strategic Goal Setting: Learn the importance of managing strategic thinking and acquire proficiency in setting goals and planning efficiently.

- Foster Customer-Centric Management: Develop the ability to establish a customer focus in management while enhancing interpersonal techniques for better relationships.

- Enhance Effective Team Dynamics: Apply concepts of team building, team performance, and motivation to foster productive teamwork.

- Improve Resource Management Efficiency: Learn and implement time management techniques, grasp stakeholder management principles, and refine communication methods to achieve performance standards and objectives.

Targeted Audience:

- Head of Departments.

- Managers Among All Managerial Levels.

- Supervisors.

- Employees who are being prepared to be promoted to a managerial or supervisory role.

Program Outlines:

Unit 1:

How To Lead Your People:

- Definition of a Leader vs Definition of a Manager.

- Difference between a Leader and a Manager.

- Tomorrow's Company versus Yesterday's Company.

- 6 Leadership Styles.

- Attributes of Leaders.

- Leadership Tension.

Unit 2:

How To Think Strategically:

- Strategic Thinking Defined.

- 4 Levels of Strategic Thinking.

- The Strategy/Operations Relationship.

- Strategic Thinking Leading to Strategic Management.

- 3 Ws and 2 Hs.

Unit 3:

How to Solve Problems & Make Effective Decisions:

- 5 Key Steps in decision-making.

- The ADADA Model.

- Barriers to Effective Decision-Making.

- The "Ishikawa" Model in Problem-Solving.

- Man-Method-Material-Machine.

- Basic Steps & Rules in Problem-Solving.

Unit 4:

How to Manage Time:

- Recording Time, Analyzing Time, and Planning Time.

- Managing your Roles and not your Time.

- The Yearly Planner.

- The Weekly Worksheet.

- The Daily Work Plan.

- Checklist for effective use of time.

Unit 5:

How to Stay Stressfree & Well:

- Two Types of Stress.

- Signs & Symptoms of Stress.

- How to Manage Stress.

- Type 'A' and Type 'B' Personality.

- Managing Your Health.

Unit 6:

How to Build Great Teams:

- Building Relationships: Demonstrating respect for others' views and actions while fostering sensitivity to their needs and feelings.

- Motivating and Empowering: Encouraging and stimulating individuals through a wide range of incentives and by using power and authority judiciously.

- Developing Capabilities: Evaluating and enhancing people's skills and abilities to set achievable yet challenging objectives.

- Inspiring Commitment: Communicating a compelling vision and fostering a commitment to a specific course of action.

- Promoting Productivity: Utilizing various techniques to boost morale and productivity within the team or organization.

Unit 7:

How to Communicate & Interpersonalise:

- How should I communicate?

- Types of Non-Verbal Communication.

- Communication Skills.

- Presentation Skills: 6 Key Steps.

- Do's and Dont's on Delivery.

Unit 8:

How to Delegate & Empower:

- Delegation vs. Empowerment: Understanding the distinction and significance of each approach.

- Delegating Effectively: Exploring the reasons for delegation, its benefits, and common pitfalls.

- The Delegation Process: Identifying activities involved and implementing a structured approach for effective delegation.

- Importance of Empowerment: Recognizing the value of empowerment, its benefits, and strategies for implementation.

- Empowering the Workforce: Guidelines and specific techniques to empower employees and foster a culture of autonomy and responsibility.

Unit 9:

How to Encourage Innovation & Creativity:

- Can Creativity be Taught?

- Right Brain and Left Brain Thinking.

- How Creative Are You?

- 8 Steps to Developing Creative Thinking Skills.

- 10 Barriers to Creativity.

- 12 Questions to Spur the Imagination.

- 8 Steps towards stimulating a creative environment.

Unit 10:

How to Focus on Result through Your People:

- Strategic Goal Setting: Planning, prioritizing, and focusing on objectives to address both challenges and opportunities.

- Excellence in Execution: Striving for excellence by actively seeking improvement and using change as an

opportunity for growth.

- Setting High Standards: Establishing and communicating high expectations, setting demanding goals for oneself and others.

- Detail-oriented Approach: Focusing personal attention on specific details while benchmarking against industry standards.

- Adaptability in Ambiguity: Setting objectives in uncertain and complex situations, embracing change as a chance for enhancement.