

SCHOOL FOR MANAGERS

OFFERED IN HALF DAYS, FULL DAYS, OR OVERTIME



This session will highlight the expertise and information required to function effectively as managers of people in order to build high-performance and profitable organizations. It is a manager's job to understand his or her leadership style, how to motivate marginal performers, set goals systematically, solve employee performance problems, get superior results from every employee, become more aware and responsive to employee needs, motivate and counsel employees by first learning to listen, offer feedback that yields results, resolves problems, generates interest and enthusiasm for achieving goals will all be addressed. It's a big job. This seminar will help you do it better. The end result is a lean, thriving, developing organization.



- ✓ Understand the considerations to take for counseling and coaching the problem employee.
- ✓ Learn warning signs for an employee in need of help.
- ✓ Learn to delegate successfully by knowing when, what, and to whom to delegate.
- ✓ Practice, role-play, problem-solve, and discuss.
- ✓ Learn the essential management skills, from team-building to goal-setting.
- ✓ Translate what you learn into action.
- ✓ Complete supervisory style surveys to determine what kind of a leader you are.
- ✓ Choose and develop a leadership style best suited to your needs and your organizations.
- ✓ Learn to make the transition from planning to action.
- ✓ Learn techniques for responding to individual motivations of your staff and develop a positive environment.

Managing, Leadership & Coaching

- What Is A Manager & A Manager's Job?
- Managerial Functions & Responsibilities
- Understand Your Leadership Style
- Learn About Coaching To Maximize Performance

Leadership Characteristics

- Deciding How To Lead
- Comparison Of Leadership Styles
- Leadership - How You Measure Up
- Choosing An Effective Leadership Style

Communication & Goal Setting

- Identify Problems That Arise Due To Poor Communication
- Learn & Develop Techniques To Assist In Areas Of Listening
- Obstacles To Goal-Setting
- Set Up Goals & Incorporating Goal Setting Into Your Management Style

Motivation

- Respond To The Individual Motivations
- How To Develop A Positive Motivational Climate
- Self-Motivation & Instant Motivators
- Harnessing Employee Competition To Further Production & Creativity
- Transform Marginal Performers Into Productive Contributors
- Understanding How Your Management Style May Influence Others

Time / Self Management

- How You Waste Time By Being "Efficient"
- Planning For Successful Time Use
- Results-Oriented Time Organizing
- Identify & Eliminate The Most Common Interruptions
- Overcome Procrastination Tendencies
- Develop Planning Tools To Minimize Redundancies
- Build A Time Efficient Workforce

Delegation

- How To Decide What And When To Delegate
- How To Decide Who To Delegate To And Why
- How To Set Goals And Objectives
- Tasks That Should Never Be Delegated
- Reviewing Results, Not Methods

Problem Solving

- Identify, Clarify, Question Dynamically
- Analyze Risks and Benefits
- Introduce Creativity And Study The Behavior And Environmental impact
- Understand The Power of Paradigms

Decision Making

- Effective & Ineffective
- How To Plan For Implementation
- Evaluate, Accountability & Follow-Up

