

HIGHLY EFFECTIVE MANAGEMENT TRAINING

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COURSE LENGTH: 2.0 DAYS

The Highly Effective Management Training course teaches managers the skills required to effectively manage any of the various departments in the company or organization.

This course focuses on teaching mid-level managers the following: what is “management”, the key skills that they need to do their job on a day-to-day basis, managerial decision making, organizational design & structures, individual mentoring, organizational motivation & leadership strategies, managing business information and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

HIGHLY EFFECTIVE MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

All managers need methods. Leaders need to know the most effective techniques for guiding teams, mentoring individuals, and validating the results. Without solid methods, managers will revert back to use a one-size-fits-all approach to leadership that may impact on employee morale, productivity and retention.

This **Highly Effective Management Training Course** will focus on management challenges and offer Managers opportunities to practice key skills that can be put into to practice on a daily basis.

OUTCOMES

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

- ▶ Define 'management'
 - ▶ Explain the Ethics & Social Responsibility of Management
 - ▶ Manage business information
 - ▶ Explore managerial decision making
 - ▶ Define control processes (what, why, how)
 - ▶ Master Organizational Strategy & how to create a sustainable, competitive advantage
 - ▶ Foster innovation & change in the workplace
 - ▶ Explore organizational design & structures
 - ▶ Leverage organizational strategies to facilitate change
 - ▶ Create structures & processes to manage teams
 - ▶ Gain insight into organizational motivation & leadership
 - ▶ Implement motivation & leadership strategies
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MODULES

Lesson 1: Introduction to Management

- ▶ What is Management?
- ▶ What do Managers do?
- ▶ What does it take to be a Manager?
- ▶ Why does management matter?

Lesson 2: Organizational Strategy

- ▶ Basics of Organizational Strategy
- ▶ Sustainable competitive advantage
- ▶ Strategy-making process
- ▶ Corporate, industry, firm level strategies

Lesson 3: Ethics and Social Responsibility

- ▶ What is ethical workplace behavior?
- ▶ What is unethical workplace behavior?
- ▶ How to make ethical decisions
- ▶ What is social responsibility?

Lesson 4: Innovation and Change

- ▶ Organizational innovation
- ▶ Why innovation matters
- ▶ Managing innovation
- ▶ Organizational change
- ▶ Why change occurs and why it matters
- ▶ Principles of Managing change

Lesson 5: Managing Information

- ▶ Why information matters
- ▶ Strategic importance of information
- ▶ Characteristics and costs of useful Information
- ▶ Getting and sharing Information

Lesson 7: Decision-Making

- ▶ What is rational decision-making?
- ▶ Steps to rational decision-making
- ▶ Limits to rational decision-making
- ▶ Improving decision-making

Lesson 9: Control

- ▶ Basics of control
- ▶ The control process
- ▶ Is control necessary or possible?
- ▶ How and what to control
- ▶ Control methods

Lesson 6: Organizational Structures and Process

- ▶ Departmentalization
- ▶ Organizational authority
- ▶ Job design
- ▶ Designing organizational process

Lesson 8: Managing Teams

- ▶ The good and the bad of using teams
- ▶ Kinds of teams
- ▶ Work team characteristics
- ▶ Enhancing work team effectiveness

Lesson 10: Motivation and Leadership

- ▶ Basics of motivation
- ▶ Equity theory
- ▶ Expectancy theory
- ▶ What is leadership?
- ▶ Situational leadership
- ▶ Strategic leadership

WEB LINKS

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- ▶ [View this course online](#)
 - ▶ [In-house Training Instant Quote](#)