PROFESSIONAL DEVELOPMENT TRAINING

Highly Effective Management Training

REQUEST QUOTE

2.0 DAY COURSE

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.

What You'll Gain:

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

Modules

Lesson 1: Introduction to Management
- What is Management?
- What do Managers do?
- Why does management matter?

Lesson 2: Ethics and Social Responsibility
- What is ethical workplace behaviour?
- What is unethical workplace behaviour?
- How to make ethical decisions
- What is social responsibility?

Lesson 3: Managing Information
- Accurate, reliable, and relevant information
- Characteristics of useful Information

Lesson 4: Decision-Making
- What is rational decision-making?

Lesson 5: Control
- Basics of control
- Control methods

Lesson 6: Organisational Strategy
- Basics of Organisational Strategy
- Competitive advantage

Lesson 7: Innovation and Change
- Organisational innovation
- Managing innovation
- Organisational change
- Managing change

Lesson 8: Organisational Structures and Process
- Departmentalisation
- Organisational authority
- Job design

Lesson 9: Managing Teams
- The good and the bad of using teams
- Characteristics of effective teams

Lesson 10: Leadership and Motivation
- Leadership
- Matching leadership styles and maturity levels

- Enhancing team effectiveness

- Basics of motivation
- Equity theory
- Expectancy theory

Talk to our expert team

Phone:

Email: