



## EFFECTIVE MANAGEMENT DEVELOPMENT

### Manage your way to success!

Implement new concepts  
Clarify your priorities  
Enhance your managerial leadership  
Reduce operating costs  
Increase sales and profits  
Expand leadership capability  
Improve communication skills  
Empower other people  
Clarify goals – personal and organizational

Participants: Business Leaders, Managers, Key Individual Contributors  
Standard Curriculum: Kick-off plus 10 - 1.5 to 2 Hour Sessions  
Custom Curriculum: TBD  
Schedule: Custom

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#### Each Session:

Provides action-oriented exercises to produce results.  
Offers innovative ideas which can be put into action immediately.  
Provides measurable results through behavior change.  
Provides tracking methods to move you toward your organizational goals.

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#### **One:       Becoming an Effective Manager**

What is a Manager?  
Building on the Base of Success for Continuous Improvement  
Mission Statements and Your Management Success  
Skills and Qualities of an Effective Manager  
Assuming Leadership Responsibility  
Benefits of Developing Management Expertise

#### **Two:       Achieving Success Through Goal Setting**

The Force of Goal Setting  
Committing Yourself to Your Dreams  
Written Plans  
The Power of Priorities  
Making Workable Plans  
Managing by Goals  
Integrating Personal and Business Goals

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#### BLUEPRINTS FOR SUCCESS

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**Three: Getting Results Through Time Management**

Gaining the Winning Edge  
Maximizing Your Time  
Managing the Priorities of Others  
Developing Organizational Skills  
Advantages of Time Management

**Four: Maximizing Personal Productivity**

The Relationship Between Self-Image and Success  
Affirming Your Success  
The Benefits of Understanding Yourself and Others  
Behavior is Caused  
Getting Rid of Negative Attitudes  
Motivation Through Recognition  
Choosing Courage!

**Five: Empowering Other People**

Creating a Motivational Climate  
Keys to Increasing Productivity  
Managing for Quality  
Principles of Effective Training  
Resolving People Problems  
People – The Wellspring of Productivity

**Six: Balancing Authority and Power Productively**

Sources of Authority and Power  
Activating Your Resources  
Developing a Team by Sharing Power  
A Positive Approach to Discipline  
A Value-Centered Approach to Management

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**Seven: Improving Communication Skills**

Communication – The Human Connection  
Plan Your Message  
Communicating Verbally  
Listening for the Total Message  
Written Communication  
The Power of Persuasion

**Eight: Coping Constructively with Change & Stress**

Viewing Change as Opportunity for Learning and Advancement  
Making Stress Work for You  
Determining Priorities  
Preventing Burnout  
Staying Informed  
Keeping Your Perspective

**Nine: Developing a Dynamic Decision-Making Strategy**

Maximizing Results Through Effective Decision-Making  
Profile of a Creative Problem Solver  
Taking Calculated Risks  
Carrying Out Your Decisions  
Goals: Essentials to Success

**Ten: Commitment to the Management Challenge**

The Power of Effective Management  
Attracting and Keeping People Committed to Excellence  
Tactics for Avoiding Common Management Traps  
Enjoying the Rewards of Effective Management Development  
Planning a Dynamic Future

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### **Plan of Action**

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#### **Business Plan of Action**

##### **1. CORPORATE CULTURE: Where We Stand Now**

###### **1.1 ANALYSIS**

Corporate Culture Analysis  
Corporate Culture Recap  
Management Self-Rating  
Management Self-Rating Recap

###### **1.2 STRENGTHS**

Business Strengths  
Personal Management Strengths

###### **1.3 CONTINUOUS IMPROVEMENT**

Opportunities for Growth  
Management Development Needs

###### **1.4 PRINCIPLES AND VALUES**

Values Analysis  
Our Shared Values  
Principles by Which I Manage  
Comparison of Business and Personal Values

###### **1.5 SUMMARY AND APPLICATION**

##### **2. VISION AND MISSION: Our Strategy**

Business Dream List  
Future of the Organization  
Business Vision  
Implementing Our Vision  
Who Are We?  
What Do We Do Best?  
How Do We Do It?  
Who is Our Market?  
Mission Statement

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### 3. OPERATIONAL GOALS: Where We Want to Go

#### 3.1 OVERALL GOALS

Critical Success Factors  
Priority of Overall Goals

#### 3.2 DEPARTMENTAL GOALS

Priority of Departmental Goals

#### 3.3 PERSONAL PRODUCTIVITY GOALS

Definition of Productivity  
What is Your Time Worth?  
Personal Productivity Goals  
Priority of Personal Productivity Goals

#### 3.4 PEOPLE DEVELOPMENT GOALS

People Development Goals  
Training Plan

### 4. ACTION PLANS: How We Will Reach Our Goals

Goal Planning Sheets

### 5. BENCHMARKING AND TRACKING

Evaluating Progress  
Benchmarking Needs Identifier  
Benchmarking Comparative Analysis  
Benchmarking Plan  
Key Result Areas  
Daily Check Sheet  
Goal Tracking Summary Sheet  
Goal Tracking – Ringing The Bell  
Feedback Log  
Graphing  
Graphing Techniques  
Sample Graphs

### 6. ACCOMPLISHMENTS

Personal Management Accomplishments  
Business Accomplishments

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