HIGHLY EFFECTIVE MANAGEMENT TRAINING (2-DAYS)

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COURSE LENGTH: 2.0 DAYS

The Highly Effective Management Training course can equip you with the management skills needed to effectively head the various departments that carry out the wide range of functions and responsibilities of the company or organisation.

This 2-day course will focus on teaching mid-level managers the opportunities to develop key skills that can be put into practice on a day-to-day basis. You will learn how to align your activities with the goals, ethics and social responsibility of the management, managerial decision making, effective techniques, structures and processes to manage and guide teams, individual mentoring, motivation & leadership strategies as well as implementing changes and validating the results.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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HIGHLY EFFECTIVE MANAGEMENT TRAINING (2-DAYS) COURSE OUTLINE

FOREWORD

Traditionally, middle managers make up the largest managerial layer in an organization. Middle managers are responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in management be committed to the goals of the organization and understand how to effectively execute these goals.

All managers need a framework in which to operate. Managers need to know the most effective techniques for guiding teams, mentoring individuals, and validating the results. Without solid methods, managers will revert back to using a one-size-fits-all approach to management 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 develop key skills that can be put into practice on a daily basis.

OUTCOMES

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

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: 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

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

Lesson 4: Decision-Making

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

Lesson 5: Control

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

Lesson 6: Organisational Strategy

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

Lesson 7: Innovation and Change

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

Lesson 8: Organisational Structures and Process

- Departmentalisation
- Organisational authority
- Job design
- Designing organisational process

Lesson 9: 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

- View this course online
- In-house Training Instant Quote