

# Effective Management Development®

## Management Development Schedule

*Management is, above all, a practice where art, science, and craft meet." Henry Mintzberg*

### Schedule of Sessions

Pre-conference Goal setting	one-on-one session
Kick off meeting	Including Planning Tool training

#### LESSON 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
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

#### LESSON 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
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

#### LESSON 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
- ✍ *Application and Action*

- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON 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!
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON 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
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON 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
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON SEVEN: *Improving Communication Skills***

- ✓ Communication - The Human Connection
- ✓ Plan Your Message
- ✓ Communicating Verbally
- ✓ Listening for the Total Message
- ✓ Written Communication
- ✓ The Power of Persuasion
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON EIGHT: *Coping Constructively with Change and Stress***

- ✓ Viewing Change as Opportunity for Learning and Advancement
- ✓ Making Stress Work for You
- ✓ Determining Priorities
- ✓ Preventing Burnout
- ✓ Staying Informed
- ✓ Keeping Your Perspective
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON 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 for Success
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

**LESSON 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
- ✍ *Application and Action*
- ✍ *Business plan of action*
- ✍ *Participant's feedback sheet*

***Review and Participants Graduation***