

Effective Motivational Management[®] Management Development Schedule

“Good management is the art of making problems so interesting and their solutions so constructive that everyone wants to get to work and deal with them.” Paul Hawken

Schedule of Sessions

Pre-conference Goal setting

one-on-one session

Kick off meeting

Including Planning Tool training

LESSON ONE: *Becoming an Effective Manager*

- ✓ Purpose of a Manager
- ✓ A Leadership Philosophy
- ✓ Characteristics of an Effective Manager
- ✓ The Rewards of an Effective Manager
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON TWO: *Achieving Success Through Goal Setting*

- ✓ The Power of Goal Setting
- ✓ Committing Yourself to Your Dreams
- ✓ Designing Your Destiny
- ✓ Establishing Priorities
- ✓ Making Workable Plans
- ✓ Affirming and Visualizing Your Success
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON THREE: *Developing a Positive Self-Image*

- ✓ The Relationship Between Self-Image and Success
- ✓ Choosing Courage
- ✓ Overcoming Negative Attitudes
- ✓ Creating a Positive Image
- ✓ Special Kinds of Courage
- ✓ Concentrating on the Benefits of a Positive Self-Image
 - ✓ Action steps
 - ✓ Discussion Guide
 - ✓ Case study

LESSON FOUR: *Understanding Human Behavior*

- ✓ The Benefits of Understanding Yourself and Others
- ✓ Behavior is Caused
- ✓ Recognizing Behavioral Styles
- ✓ People - The Wellspring of Productivity
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON FIVE: *Understanding Motivation*

- ✓ Methods of Motivation
- ✓ Establishing a Motivational Climate
- ✓ Managing Expectations
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON SIX: *Maximizing Personal Productivity*

- ✓ Using Each Person's Best Qualities
- ✓ Delegating with a Purpose
- ✓ Training for Growth and Renewal
- ✓ Integrating Personal and Organizational Goals
- ✓ Tracking Performance
- ✓ Providing Feedback on Performance
- ✓ Recognizing and Rewarding Productivity
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON SEVEN: *Minimizing Stress*

- ✓ Making Stress Work for You
- ✓ Managing by Goals
- ✓ Identifying Priorities
- ✓ Keeping in Touch
- ✓ Preventing Burnout
- ✓ Keeping your Perspective
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON EIGHT: *Achieving Results Through Communication and Persuasion*

- ✓ Communication - The Human Connection
- ✓ Plan Your Message
- ✓ Listening for the Total Message
- ✓ Communicating in Writing
- ✓ Giving Instructions and Orders
- ✓ The Power of Persuasion
- ✍ Action steps

- ✍ Discussion Guide
- ✍ Case study

LESSON NINE: *Exercising Authority and Power Productively*

- ✓ Sources of Authority and Power
- ✓ Activating Your Resources
- ✓ Sharing Power with Team Members
- ✓ Enjoying the Benefits of Leadership
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON TEN: *Decision Making and Problem Solving*

- ✓ Profile of an Effective Decision Maker and Problem Solver
- ✓ Goals as the Basis of Decisions
- ✓ The Problem-Solving Process
- ✓ Adding Creativity to Decision Making and Problem Solving
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON ELEVEN: *Handling and Preventing People Problems*

- ✓ Recognizing People Problems
- ✓ Motivational Discipline
- ✓ Formal and Informal Grievance Procedures
- ✓ Strategies for Helping People
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

LESSON TWELVE: *The Management Challenge*

- ✓ Attract and Keep Good People
- ✓ Channel Change Constructively
- ✓ Positive Tactics for Avoiding Management Traps
- ✓ Rewards of Professional Management
- ✓ Your Plan for the Future
- ✍ Action steps
- ✍ Discussion Guide
- ✍ Case study

Review and Participants Graduation