



2010

Effective Motivational Management® Management Development Schedule

“Whatever you vividly image, ardently desire, sincerely believe and enthusiastically act upon, must inevitably come to pass!”

Schedule of Sessions

(Conference hall Comodo, Sofia)

Pre-conference SWOT analysis one-on-one session *Free for Open Autumn classes*

Pre-conference Goal setting one-on-one session *Free for Open Autumn classes*

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