



EFFECTIVE MANAGEMENT DEVELOPMENT®

Manage Your Way to Success!

- ⤴ Develop a Written and Specific Plan of Action for Success
- ⤴ Assume Leadership Responsibility
- ⤴ Manage by Goals
- ⤴ Get Results Through Time Management
- ⤴ Empower Other People
- ⤴ Balance Authority and Power Productively

WITH PLAN OF ACTION

STRATEGY SESSION

Where We Stand Now – Corporate Culture

BUSINESS ANALYSIS

- ⤴ Corporate Culture Analysis
- ⤴ Values Analysis
- ⤴ Our Shared Values
- ⤴ Business Strengths
- ⤴ Opportunities for Growth
- ⤴ Summary, Evaluation and Application

PERSONAL ANALYSIS

- ⤴ Management Self Rating
- ⤴ Personal Managerial Strengths
- ⤴ Managerial Development Needs
- ⤴ Principles by Which I Manage
- ⤴ Comparison of Business and Personal Values
- ⤴ Summary of Evaluation and Application

Where We Want to Go – Our Strategic Plan

OUR VISION

- ⤴ Business Dream List
- ⤴ Future of the Organization
- ⤴ Our Vision
- ⤴ Implementing Our Vision

OUR MISSION

- ⤴ Who Are We?
- ⤴ What Do We Do Best?
- ⤴ How Do We Do It?
- ⤴ Who is Our Market?
- ⤴ Mission Statement

OVERALL BUSINESS GOALS

- ⤴ Critical Success Factors
- ⤴ Priority of Overall Goals

ONE: Organizational Goal Setting

- ⤴ Fine Tuning Overall Organizational Goals
- ⤴ Identification of Division/Department Goals
- ⤴ Development of Goal to Increase Profitability
- ⤴ Developing Personal Job Related Goals
- ⤴ Developing Personal Job Related Tracking Goals

Developing a Detailed Written Plan of Action

- ⤴ Benefits of Achieving Goals
- ⤴ Barriers within Organization
- ⤴ Barriers within Department
- ⤴ Barriers within Self

TWO: Introduction to Concepts

- ⤴ Concepts of Success, Motivation and Attitude Change
- ⤴ Organizational Climate Survey
- ⤴ Individual Self-Image Profiles
- ⤴ Success as Related to Past Conditioning
- ⤴ Attitude and Habits – The Effective Motivators
- ⤴ Multi-Sensory Learning
- ⤴ Spaced Repetition
- ⤴ The Power of Goal Setting

THREE: 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

FOUR: 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

FIVE: Getting Results Through Time Management

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

SIX: Maximizing Personal Productivity

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

SEVEN: 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

EIGHT: 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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WITH PLAN OF ACTION

<p><i>NINE: Improving Communication Skills</i></p> <ul style="list-style-type: none"> ⤴ Communication – The Human Connection ⤴ Plan Your Message ⤴ Communicating Verbally ⤴ Listening for the Total Message ⤴ Written Communication ⤴ The Power of Persuasion 	<p><i>TEN: Coping Constructively with Change and Stress</i></p> <ul style="list-style-type: none"> ⤴ Viewing Change as Opportunity for Learning and Advancement ⤴ Making Stress Work for You ⤴ Determining Priorities ⤴ Preventing Burnout ⤴ Staying Informed ⤴ Keeping Your Perspective
<p><i>ELEVEN: Developing a Dynamic Decision-Making Strategy</i></p> <ul style="list-style-type: none"> ⤴ Maximizing Results Through Effective Decision Making ⤴ Profile of a Creative Problem Solver ⤴ Taking Calculated Risks ⤴ Carrying Out Your Decisions ⤴ Goals: Essentials for Success 	<p><i>TWELVE: Commitment to the Management Challenge</i></p> <ul style="list-style-type: none"> ⤴ 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 ⤴ Final Evaluation by Participants