

€ TRAINING

Seminar: Management - Master Class





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Introduction:

This fast-paced seminar provides an opportunity to stand back from the day-to-day pressures of managerial life and focus on the wider arena. Rather than covering all areas of management, the program focuses on those topics that many Management Professionals find little time to address during their typical busy working day. The aim is for participants to gain a holistic view of their wider organizational and strategic context and give them the tools to formulate meaningful longer-term personal and organizational objectives.

Course Objectives:

At the end of this course the participants will be able to:

- Describe the effect of the external and competitive environment on their organization.
- Select appropriate methods for measuring and managing performance.
- Describe their organization's culture and climate and their effects on performance.
- Link human resource management to strategic objectives.
- Consider a range of approaches to the delegation.
- Select appropriate strategies for influencing and motivating others.

Targeted Audience:

- Managers
- Supervisors & Team leaders
- HR staff
- Employees who want to aim great managerial skills to grow their career

Course Outlines:

Unit 1: Strategic Orientation:

- Strategic context: the external environment
- The new business reality
- Predictable trends in business
- Competitive forces
- Stakeholder analysis
- Strategic resources and constraints
- Creating a compelling strategic vision
- Creativity and change

Unit 2: Key Management Competencies: Prioritisation, Time Management, and Delegation:

- Balancing the important and the urgent
- Setting personal goals
- Creating time from nothing
- Batching and how it can win back time
- Income-producing activities



- Getting things done through other people
- Delegation and empowerment
- Management case study

Unit 3: Linking Management to Leadership: Influence, Motivation, and Trust:

- Negotiation and persuasion: the pillars of influence
- The secret six in business negotiation
- The nature of motivation
- The trust bank account
- Ethics
- Personal leadership style
- Leadership in action: group exercise
- Balancing work and home life