HIGHLY EFFECTIVE MANAGEMENT

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COURSE LENGTH: 2.0 DAYS

Developing efficient supervisory and management skills that will help your organization to thrive and grow, even in difficult economic times, begins with the Highly Effective Management training course delivered by PD Training.

This course will provide you with a range of management skills and techniques that will allow you to cultivate and manage your staff more efficiently.

This Highly Effective Management training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

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FOREWORD

What defines an "effective" manager? Skills like goal setting, time management and financial reporting are obvious, but they are not the only skills required by an effective management team. Staff retention, rates of employee turnover and employee satisfaction are qualities that point to an effective level of management.

Traditionally, middle managers make up the largest managerial layer in an organization. Middle managers are responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in management be committed to the goals of the organization and understand how to effectively execute these goals.

All managers need a framework in which to operate. Managers need to know the most effective techniques for guiding teams, mentoring individuals, and validating the results. Without solid methods, managers will revert back to using a one-size-fits-all approach to management that may impact on employee morale, productivity and retention.

This Highly Effective Management Training Course will focus on management challenges and offer managers opportunities to develop key skills that can be put into practice on a daily basis.

OUTCOMES

- Define 'management'
- Explain the Ethics & Social Responsibility of Management
- Manage business information
- Explore managerial decision making
- Define control processes (what, why, how)
- Master Organizational Strategy & how to create a sustainable, competitive advantage
- Foster innovation & change in the workplace
- Explore organizational design & structures
- Leverage organizational strategies to facilitate change
- Create structures & processes to manage teams
- Gain insight into organizational motivation & leadership
- Implement motivation & leadership strategies

MODULES

Lesson 1: Introduction to Management
- What is Management?

Lesson 2: Ethics and Social Responsibility
- What is ethical workplace behavior?

- What do Managers do?
- What does it take to be a Manager?
- Why does management matter?

- What is unethical workplace behavior?
- How to make ethical decisions
- What is social responsibility?

Lesson 3: Managing Information
- Why information matters
- Strategic importance of information
- Characteristics and costs of useful Information
- Getting and sharing Information

Lesson 4: Decision-Making
- What is rational decision-making?
- Steps to rational decision-making
- Limits to rational decision-making
- Improving decision-making

Lesson 5: Control
- Basics of control
- The control process
- Is control necessary or possible?
- How and what to control
- Control methods

Lesson 6: Organizational Strategy
- Basics of Organizational Strategy
- Sustainable competitive advantage
- Strategy-making process
- Corporate, industry, firm level strategies

Lesson 7: Innovation and Change
- Organizational innovation
- Why innovation matters
- Managing innovation
- Organizational change
- Why change occurs and why it matters
- Principles of Managing change

Lesson 8: Organizational Structures and Process
- Departmentalization
- Organizational authority
- Job design
- Designing organizational process

Lesson 9: Managing Teams
- The good and the bad of using teams
- Kinds of teams
- Work team characteristics
- Enhancing work team effectiveness

Lesson 10: Motivation and Leadership
- Basics of motivation
- Equity theory
- Expectancy theory
- What is leadership?
- Situational leadership
- Strategic leadership

WEB LINKS

- View this course online
- In-house Training Instant Quote