PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

2.0 DAY COURSE

Highly Effective Management

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.

Contact us today for a group quote.

What You'll Gain:

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?
- What do Managers do?
- Why does management matter?

Lesson 2: Ethics and Social Responsibility

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

Lesson 3: Managing Information

- Accurate, reliable, and relevant information
- Characteristics of useful Information

Lesson 4: Decision-Making

- What is rational decision-making?

Lesson 5: Control

- Basics of control
- Control methods

Lesson 6: Organisational Strategy

- Basics of Organisational Strategy
- Competitive advantage

Lesson 7: Innovation and Change

- Organisational innovation
- Managing innovation
- Organisational change

Lesson 8: Organisational Structures and Process

- Departmentalisation
- Organisational authority

- Managing change

Lesson 9: Managing Teams

- The good and the bad of using teams
- Characteristics of effective teams
- Enhancing team effectiveness

- Job design

Lesson 10: Leadership and Motivation

- Leadership
- Matching leadership styles and maturity levels
- Basics of motivation
- Equity theory
- Expectancy theory

Talk to our expert team

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