Managerial Effectiveness

Course Description

This 8-hour course is designed to be delivered in 2 segments of 4 hours each. The course gives the attendees a basic foundation of management skill learning especially as it applies to [proposal company]. The course engages the attendees in analyzing and using thought leadership and application of these ideas within [proposal company] applications. Several other-company examples will also be used to help in the attendees better understand the effort and attention required for managerial effectiveness. The students will be provided with books that include all of the slides used in the class.

Course Duration of course

This class is (2) 4-hour sessions. (8 total hours)

Course Detailed Content

1. Discussion on Leadership
2. Communication
    a. Establishing expectations
    b. Constructive feedback
3. Management Systems
    a. Accountability
    b. Process ownership
    c. Management system events
        a. Daily
        b. Weekly
        c. Monthly
4. Employee reviews
    a. Employee metrics
    b. Goal setting
    c. Career planning
5. Project management
    a. Prioritization
    b. Roles of players
    c. Launching and sponsoring projects
6. Encouraging participation
7. Dealing with upper management
8. Managing and coping with change

Course Deliverables

- Attending managers will improve their management skills, department performance and morale.

Intended Audience

Line Managers
Department managers

Costs for Delivery

Negotiable

Normal Follow-up

None required