FUNDAMENTALS OF MANAGEMENT

1 DEVELOPING YOUR CULTURE FOR GROWTH

- Welcome
- Getting started
- Do you have a vision for your organization?
- Creating your Vision Statement (Exercise 1)
- Continuing your vision into your business culture
- Cultural Audit review (Exercise 2)

2 DEVELOPING YOUR ORGANIZATIONAL STRUCTURE

- Aligning your vision with your organizational structure
- Documenting your organizational structure (Exercise 3)
- Documenting your Organizational Development Plan (Exercise 4)

3 HIRING NEW PEOPLE

- Introducing the hiring process
- Why are job descriptions important?
- Defining your Job Description (Exercise 5)
- Effective selection
- Interviewing your candidates (Exercise 6)
- Selecting your candidate
- Extending the offer
- Inducting your new hire into your business (Exercise 7)
- Outsourcing business activities

4 DEVELOPING YOUR STAFF

- Developing your staff's skills and interests
- Developmental coaching
- Developing roles and delegating responsibility
- Delegation skills
- Delegating responsibilities (Exercise 8)
- Reflecting on your staff development and delegation skills

5 MANAGING PERFORMANCE

- Managing performance
- The performance management process
- Effective performance management
- Performance evaluation in practice (Exercise 9)
- Reflecting on performance management in your business

6 NEXT STEPS

- Recording your progress
- End of course assessment
- Congratulations
- Progressing to the next course in *10,000 Women*