



The Management and Leadership Skills Necessary for Success

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Course Summary:

In today's world middle and senior level managers are faced with increasingly complex responsibilities. In order to meet this challenge they must be continually sharpening their management skills. This programme will focus on the management and leadership skills necessary for success in today's fast changing business environment. In this programme you will learn how to:

- Manage and motivate people more effectively
- Create and harness the power of high performance teams
- Understand and effectively utilize strategic planning techniques
- Negotiate for positive results
- Utilize the Baldrige performance criteria as a standard of excellence and benchmark for your organization

Course Objectives:

By the end of this course, delegates will learn about:

- Consider methods for improving management performance
- Gain insights into the successful implementation of teams
- Study the techniques of strategic planning
- Develop their skills in the area of negotiating
- Analyze the Baldrige award criteria for excellence
- Examine the application of management best practices

Course Outline:

Day One

People Management

- The importance of sociotechnical management
- Techniques for effective communication
- Motivating for results
- Enhancing your coaching skills
- Empowering employees for improved performance
- Characteristics of a successful manager

Day Two

Leading Teams

- Obtaining the benefits of teamwork
- Characteristics of ineffective teams
- Characteristics of effective teams
- Managing conflict in a productive manner
- Understanding team member styles
- Creating a virtual team

Day Three

Strategic Planning

- Analyzing the strategic planning process
- Achieving competitive advantage
- Utilizing dynamic SWOT analysis
- Focusing on vision and mission
- The importance of contingency planning
- Examples of strategic success and failure

Day Four

Negotiating for results

- Gaining insight into the negotiating process
- Characteristics of an effective negotiator
- Developing negotiating strategies
- Employing persuasive negotiation techniques
- Achieving the benefits of effective negotiating
- Negotiation exercises

Day Five

Operational Excellence

- The Malcolm Baldrige quality award-standard of excellence
- Lessons from the best performing companies
- Benchmarking your operation against the best
- Creating employee commitment
- Managing continuous improvement
- Creating the high performance organization