

Effective Management

Prerequisites: None

Length: One Day

Summary: The world of business is increasingly becoming centered about the interaction of different teams, both within and outside the organization. The success of a team within a company is often directly linked to the ability of a manager to lead and manage the team effectively. In order to perform the job well, the manager must understand the different roles of everyone involved in the team, and be trained in developing the capabilities of all team members and addressing issues as soon as they surface. This course will help you gain an understanding of the basic fundamentals of becoming an effective manager for your team.

Course Content

DEVELOPING AS A MANAGER

- The Role of an Effective Manager
- Personal Skills Development

COMMUNICATING SUCCESSFULLY

- Speak Without Talking
- Manage Better By Listening
- Assert to Achieve

CREATING SUCCESSFUL SOLUTIONS

- Identify the Core Problem
- Solve Problems Creatively
- Implement Solutions Decisively

EMPOWERING YOUR WORKGROUP

- Delegate For Results
- Coach for Achievement
- Evaluate Staff Performance

CULTIVATING GREAT TEAMS

- Create an Invincible Team
- Inspire Team Success
- Team Briefings for Success
- Resolve Conflicts Positively

PROJECT ROLES

UPDATED TEAM

DELEGATING FOR RESULTS—TASK LIST

EMAIL CONFLICT
