

Managing Professionals - 2 days

Description

Effective managers play a major role in increasing the productivity and performance of professionals. They facilitate the rapid orientation of new employees and encourage the retention of existing, valued employees. This workshop develops and refines skills and techniques that improve management effectiveness in any work environment.

Audience

Managers, project managers, and team leaders.

Prerequisites: None

Objectives

After completing this course, participants should be able to:

- Differentiate between different management roles
- Recognize different management styles
- Set achievable and measurable goals
- Evaluate performance and provide constructive feedback
- Provide leadership in changing and challenging environments
- Conduct meetings effectively
- Encourage participation and invoke enthusiasm

Course Topics

Introduction

Management Roles

- Executive and line management
- Team and project management

Management Styles

- Organizational models and cultures
- Different styles of management

Management by Objectives

- Setting measurable and achievable goals
- Monitoring and evaluating performance
- Providing constructive criticism

Delegation

- Assigning roles and responsibilities
- Initiating projects and tasks
- Intervention

Mentoring and Coaching

- Effective mentoring
- Coaching techniques

Leadership

- Team and other forms of leadership
- Motivating and encouraging enthusiasm

Regulations and Guidelines

- Proactive management of policies and guidelines
- Documentation and audit trails

Useful Management Techniques

- Time management and planning
- Addressing people problems
- Handling difficult situations

Conclusion

- Critical success factors