



# Effective Management Development

Organisations require highly effective and well trained managers and leaders. They benefit through improved efficiencies, increased productivity, cohesive teams, reduced operating costs and increased profits.

The Effective Management Development Course is a leading edge strategic management and leadership program aimed at developing new skills and building on existing experiences. The course focuses on the required behaviour and attitude changes to help managers cope with the rapidly shifting business environment. Effective Management Development focuses on managing and leading people to achieve strategic opportunities and objectives.

## Participants can expect to:

- Enhance leadership capabilities
- Develop effective organisational strategies
- Develop productive and empowered teams
- Improve communication abilities
- Become better decision makers
- Increase self confidence
- Improve time management
- Determine key organisational values
- Develop benchmarks for key performance areas

**Creating exceptional results through people.**

Go to [www.lma.biz](http://www.lma.biz) for feedback from participants



# MODULE CONTENT:

## One – Becoming an Effective Manager

- What is a Manager?
- Building on the Base of Success for Continuous Improvement
- Mission Statements and Your Management Success
- Skills and Qualities of an Effective Manager
- Assuming Leadership Responsibility
- Benefits of Developing Management Expertise

## Two – Achieving Success through Goal Setting

- The Force of Goal Setting
- Committing Yourself to Your Dreams
- Written Plans
- The Power of Priorities
- Making Workable Plans
- Managing by Goals
- Integrating Personal and Business Goals

## Three – Getting Results through Time Management

- Gaining the Winning Edge
- Maximising Your Time
- Managing the Priorities of Others
- Developing Organisational Skills
- Advantages of Time Management

## Four – Maximising Personal Productivity

- The Relationship Between Self-Image and Success
- Affirming Your Success
- The Benefits of Understanding Yourself and Others
- Behaviour is Caused
- Getting Rid of Negative Attitudes
- Motivation Through Recognition
- Choosing Courage!

## Five – Empowering Other People

- Creating a Motivational Climate
- Keys to Increasing Productivity
- Managing for Quality
- Principles of Effective Training
- Resolving People Problems
- People - The Wellspring of Productivity

## Six – Balancing Authority & Power Productively

- Sources of Authority and Power
- Activating Your Resources
- Developing a Team by Sharing Power
- A Positive Approach to Discipline
- A Value-Centred Approach to Management

## Seven – Improving Communication Skills

- Communication - The Human Connection
- Plan Your Message
- Communicating Verbally
- Listening for the Total Message
- Written Communication
- The Power of Persuasion

## Eight – Coping Constructively with Change and Stress

- Viewing Change as Opportunity for Learning and Advancement
- Making Stress Work for You
- Determining Priorities
- Preventing Burnout
- Staying Informed
- Keeping Your Perspective

## Nine – Developing a Dynamic Decision Making Strategy

- Maximising Results through Effective Decision Making
- Profile of a Creative Problem Solver
- Taking Calculated Risks
- Carrying Out Your Decisions
- Goals: Essentials for Success

## Ten – Commitment to the Management Challenge

- The Power of Effective Management
- Attracting and Keeping People Committed to Excellence
- Tactics for Avoiding Common Management Traps
- Enjoying the Rewards of Effective Management Development
- Planning a Dynamic Future

## Graduation

- Participant's Presentations
- Awarding of Certificates

After modules four and eight specialised review workshops are conducted.

# PLAN OF ACTION STRUCTURE:

An integral component of the course is that the ideas learnt and workshop discussion activities are channelled into effective application to “on the job” actions.

To facilitate this process a comprehensive Six Part Plan of Action is used.

Areas covered include:

## One – Corporate Culture: Where We Stand Now

- **Analysis**  
Corporate Culture Analysis  
Corporate Culture Recap  
Management Self-Rating  
Management Self-Rating Recap
- **Strengths**  
Business Strengths  
Personal Management Strengths
- **Continuous Improvement**  
Management Development Needs
- **Principles and Values**  
Values Analysis  
Our Shared Values  
Principles by Which I Manage  
Comparison of Business and Personal Values

## Two – Vision and Mission:

- **Our Strategy**  
Business Dream List  
Future of the Organisation  
Business Vision  
Implementing Our Vision  
Who Are We?  
What Do We Do Best?  
How Do We Do It?  
Who is our Market?  
Mission Statement

## Three – Operational Goals: Where We Want To Go

- **Overall Goals**  
Critical Success Factors  
Priority of Overall Goals
- **Departmental Goals**  
Priority of Departmental Goals
- **Personal Productivity Goals**  
Definition of Productivity  
What is Your Time Worth?  
Personal Productivity Goals  
Priority of Personal Productivity Goals
- **People Development Goals**  
People Development Goals  
Training Plan

## Four – Action Plans: How We Will Reach Our Goals

- Application to Workplace
- Application to the Personal Areas of Life
- Goal Planning Sheets
- S.M.A.R.T. Goals

## Five – Benchmarking and Tracking:

- **Evaluating Progress**  
Benchmarking Comparative Analysis  
Benchmarking Plan  
Key Result Areas  
Daily Check List  
1-31 Day Tracking Sheet  
Goal Tracking Summary Sheet  
Goal Tracking - Ringing the Bell  
Feedback Log  
Graphing  
Graphing Techniques  
Sample Graphs

## Six – Accomplishments

- Personal Management Accomplishments
- Business Accomplishments
- Course Accomplishments

## The Unique LMA Process

LMA delivers a process that not only provides skill and competency development, but changes the attitudes and behaviours of the participant.

To ensure that measurable results and a Return On Investment are achieved:

- Specific workplace goals for learning and performance improvement are established in consultation between the Participant and Company Management
- Individual support from the LMA Coach guides the Participant's "on the job" application of the learning to the accomplishment of the goals
- Complete resource materials allow multi-sensory learning and regular review
- Ten interactive modules are facilitated in convenient weekly workshops. Two specialised review workshops are incorporated into the process
- Each workshop concludes with application and action steps to produce measurable results
- LMA's unique Feedback OnLine process provides real time assessment of progress
- Mid and Post Course Reviews are conducted by the LMA Coach with the Participant and their chosen Manager/Mentor
- Participants present key results and a summary of course accomplishments at a special Graduation Meeting

This course is designed for senior managers and those aspiring to be involved in roles that involve leadership and obtaining results through people.