

# What is the Impact to YOUR Bottom Line When YOUR Managers Are Truly Prepared to Lead YOUR Company in Today's 24/7 Global Economy?

Managing and leading today's workforce is much different than the last 10 to 15 years. With possibly 4 generations in the workplace, developing leadership and management skills is critical to the success of YOUR company.

## Management Training and Development Curriculum

### Recommended Implementation Schedule

- Recommended either 10-12 weeks
- Weekly sessions from 2 to 3 hours
- Facilitate 2 chapters each session
- 10 Week schedule allows for all participants to deliver a professional presentation

### Alternative Implementation Schedule #1

- 5 Days (Monday through Friday) for 6 hours each day

### Alternative Implementation Schedule #2

- One on One Executive Coaching via tele-conference

### Alternative Implementation Schedule #3

- One on One Executive Group Coaching via tele-conference

### Deliverables

- Text produced in a silk-screened, 3 ring binder, tabbed for each lesson
- Goal Achievement Action Plan produced in a silk-screened, 3 ring tabbed binder or Windows executable software program at an additional investment
- CD's for audio reinforcement



## **First Session – Kick Off**

Objectives – Introduction to Facilitator & Participants  
Meeting Goals of Organization  
Participant's Goals  
Define Success - Interactive  
Define Attitudes & Managerial/Behavioral Skills – Interactive  
Distribute Program Materials – Answer Questions  
Conduct Pretests  
Distribute Guide to Week One and Review Action Steps

## **Chapter One – *Introduction***

Objectives – Identify managerial role  
Determine motivating forces  
Recognize organizational development/changes

## **Chapter Two – *The Manager as a Leader***

Objectives – Identify effective leadership qualities  
Define authority vs. power  
List 3 basic types of manager

## **Chapter Three – *Goal Setting for Success***

Objectives – Identify criteria for personal goal setting  
Define different types of goals

## **Chapter Four – *Your Action Plan***

Objectives – Define benefits of written goals and plans  
Define rewards for a written goal plan  
Identify obstacles to goals  
Recognize solutions for obstacles  
Determine target dates

## **Chapter Five – *Confidence***

Objectives – Identify confidence factors  
List techniques to overcome fear

## **Chapter Six – *Work Environment and Motivation***

Objectives – Identify Maslow's Hierarchy of Needs  
Define motivation  
Define attitudes

## **Chapter Seven – *T/A For Managers – Part I***

Objectives – Define T/A (Transactional Analysis)  
Determine affirmations

## **Chapter Eight – *T/A For Managers – Part II***

Objectives – Differentiate between life positions  
Determine personal recognition/strokes

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### **Chapter Nine – *Decision Making***

- Objectives – Describe 7 step decision making process
- Determine how to use effective timing
- Identify benefits of participative decision making

### **Chapter Ten – *Management Communication & Human Relations***

- Objectives – Describe impact of emotions
- Define empathy
- List communication guidelines
- Identify 5 active listening habits

### **Chapter Eleven – *Managing Your Time***

- Objectives – List time thieves
- Demonstrate effective time planning
- List action steps in time management

### **Chapter Twelve – *Developing Subordinates Through Goal Setting***

- Objectives – Recognize impact of attitudes
- Define 4 principles of attitude change
- Describe subordinate development system

### **Chapter Thirteen – *Dealing with Negative Behavior***

- Objectives – Demonstrate how to listen with third ear
- List alternative methods for grievance solutions
- Define a problem-solving environment

### **Chapter Fourteen – *Managing Through Goal Setting***

- Objectives – Determine organizational goals
- Define criteria for goal selection
- List method for setting organizational goals

### **Last Session**

Presentations and general review of last 9 weeks of progress

**Action Plan** includes personal self-assessment, organizational self-assessment, goal achievement, time management assessment, goal summary and goal accomplishments.

Curriculum is published by [Resource Associates Corporation](#) (RAC), Mohnton, PA. RAC has a demonstrated 25 years of experience in developing performance improvement curriculum that is results focused and return on investment driven.