

## HIGHLY EFFECTIVE MANAGEMENT

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**COURSE LENGTH: 2.0 DAYS**

Being a highly effective manager requires a broad skillset which includes the managing and monitoring of organisational strategies, management and development of staff, implementation of technology, report generation and having the ability to communicate with all levels of the organisation.

The PD Training Highly Effective Management Training Course provides you with an understanding of how to implement strategies, develop your team and assess performance. To reduce costs, boost productivity and build positive work environments, having highly effective management skills is critical to your success.

This engaging training course will explore topics critical to highly effective management and help improve your managers' skills and align their activities with the goals of the organisation. Attend a class today throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Perth and Parramatta.

Please click on the Public Class tab below to view our Highly Effective Management Training Course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## HIGHLY EFFECTIVE MANAGEMENT COURSE OUTLINE

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### FOREWORD

Traditionally, middle managers make up the largest managerial layer in an organisation. Middle managers are responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in management be committed to the goals of the organisation and understand how to effectively execute these goals.

All managers need a framework in which to operate. Managers need to know the most effective techniques for guiding teams, mentoring individuals, and validating the results. Without solid methods, managers will revert back to using a one-size-fits-all approach to management that may impact on employee morale, productivity and retention.

This Highly Effective Management Training Course will focus on management challenges and offer managers opportunities to develop key skills that can be put into practice on a daily basis.

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### OUTCOMES

- ▶ Define 'management'
- ▶ Explain the Ethics & Social Responsibility of Management
- ▶ Manage business information
- ▶ Explore managerial decision making
- ▶ Define control processes (what, why, how)
- ▶ Master Organisational Strategy & how to create a sustainable, competitive advantage
- ▶ Foster innovation & change in the workplace
- ▶ Explore organisational design & structures
- ▶ Leverage organisational strategies to facilitate change
- ▶ Create structures & processes to manage teams
- ▶ Gain insight into organisational motivation & leadership
- ▶ Implement motivation & leadership strategies

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### MODULES

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## Lesson 1: Getting Started

- ▶ Workshop Objectives

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## Lesson 2: Introduction to Management

- ▶ What is Management?
- ▶ What do Managers do?
- ▶ What does it take to be a Manager?
- ▶ Why does management matter?

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## Lesson 3: Ethics and Social Responsibility

- ▶ What is ethical workplace behaviour?
- ▶ What is unethical workplace behaviour?
- ▶ How to make ethical decisions
- ▶ What is social responsibility?

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## Lesson 4: Managing Information

- ▶ Why information matters
- ▶ Strategic importance of information
- ▶ Characteristics and costs of useful Information
- ▶ Getting and sharing Information

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## Lesson 5: Decision-Making

- ▶ What is rational decision-making?
- ▶ Steps to rational decision-making
- ▶ Limits to rational decision-making
- ▶ Improving decision-making

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## Lesson 6: Control

- ▶ Basics of control
- ▶ The control process
- ▶ Is control necessary or possible?
- ▶ How and what to control
- ▶ Control methods

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## Lesson 7: Organisational Strategy

- ▶ Basics of Organisational Strategy
- ▶ Sustainable competitive advantage
- ▶ Strategy-making process
- ▶ Corporate, industry, firm level strategies

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## Lesson 8: Innovation and Change

- ▶ Organisational innovation
- ▶ Why innovation matters
- ▶ Managing innovation
- ▶ Organisational change
- ▶ Why change occurs and why it matters
- ▶ Principles of Managing change

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## Lesson 9: Organisational Structures and Process

- ▶ Departmentalisation
- ▶ Organisational authority
- ▶ Job design
- ▶ Designing organisational process

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## Lesson 10: Managing Teams

- ▶ The good and the bad of using teams
- ▶ Kinds of teams
- ▶ Work team characteristics
- ▶ Enhancing work team effectiveness

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## Lesson 11: Motivation and Leadership

- ▶ Basics of motivation
- ▶ Equity theory
- ▶ Expectancy theory
- ▶ What is leadership?
- ▶ Situational leadership
- ▶ Strategic leadership

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## Lesson 12: Wrapping Up

- ▶ Words from the Wise
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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)