

EFFECTIVE MANAGEMENT DEVELOPMENT

Manage your way to success!

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

SIX: Balancing Authority and Power Productively

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

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

SEVEN: Improving Communication Skills

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

THREE: Getting Results Through Time Management

Gaining the Winning Edge
Maximizing Your Time
Managing the Priorities of Others
Developing Organizational Skills
Advantages of Time Management

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

FOUR: Maximizing Personal Productivity

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

NINE: Developing a Dynamic Decision-Making Strategy

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

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

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