PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

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2.0 DAY COURSE

Highly Effective Management

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 New Zealand, including Auckland, Christchurch or Wellington.

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.

What You'll Gain:

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.

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

Modules

Lesson 1: Introduction to Management

- What is Management?
- What do Managers do?
- Why does management matter?

Lesson 2: Ethics and Social Responsibility

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

Lesson 3: Managing Information

- Accurate, reliable, and relevant information
- Characteristics of useful Information

Lesson 4: Decision-Making

- What is rational decision-making?

Lesson 5: Control

- Basics of control
- Control methods

Lesson 6: Organisational Strategy

- Basics of Organisational Strategy
- Competitive advantage

Lesson 7: Innovation and Change

- Organisational innovation

Lesson 8: Organisational Structures and Process

- Managing innovation
- Organisational change
- Managing change

Lesson 9: Managing Teams

- The good and the bad of using teams
- Characteristics of effective teams
- Enhancing team effectiveness

- Departmentalisation
- Organisational authority
- Job design

Lesson 10: Leadership and Motivation

- Leadership
- Matching leadership styles and maturity levels
- Basics of motivation
- Equity theory
- Expectancy theory

Talk to our expert team

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